



PC210 Creating and Managing Projects

June 14, 2013

Table of Contents

PC210	1
PC210 Creating and Managing Capital Projects.....	1
Course Audiences and Prerequisites	2
Lesson 1: Creating JIS Procurement Project	3
1.1 Creating a Project with Activities	3
Lesson 2: Creating the Project Budget	17
2.1 Creating a Project Budget Plan with Details	17
2.2 Finalizing Budget-Process to Commitment Control	32
2.3 Reviewing and Validating a Budget in PC	39
2.4 Correcting Budget Exceptions	44
Lesson 3: Reviewing Project Budget in Commitment Control	52
3.1 Reviewing Project Budget in KK	52
Lesson 4: Collecting Purchasing and Payables Project Costs	57
4.1 Collecting Purchasing Costs into Project Costing.....	57
4.1.1 Running the Cost Collection Process for Purchasing	57
4.1.2 Reviewing Purchasing Costs for a Project	63
4.2 Collecting Payables Costs into Project Costing	69
4.2.1 Collecting Payables Costs into Project Costing	70
4.2.2 Reviewing Payables Costs for a Project.....	74
Lesson 5: Running Project Costing Reports and Inquiries.....	80
5.1 Using the Flexible Analysis Inquiry Pages	80
5.2 Using the Manager Transaction Review Inquiry Pages	82
5.3 Running the Transaction Level Report	88
Course Summary	105

PC210

PC210 Creating and Managing Capital Projects

Course Overview

The *PC210 Creating and Managing Capital and Operating Projects* course discusses the creation, maintenance and tracking of information and costs associated with Judicial Information Systems (JIS) capital and operational projects.

Course Outline

The following sections and lessons provide information and step-by-step procedures on creating, maintaining and tracking operational and capital project costs

- Course Audiences and Prerequisites
- Lesson 1: Create JIS Procurement Project
- Lesson 2: Create Project Budget
- Lesson 3: Collecting Purchasing and Payables Costs for a Project
- Lesson 4: Reviewing Project Budget in Commitment Control
- Lesson 5: Reviewing Project Costing Inquiries and Reports
- Course Summary

Training Guide

PC210 Creating and Managing Projects



Course Audiences and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- AOC Judicial Information Systems (JIS)

GEARS Role(s)

This course is intended for Judiciary employees with the following GEARS role(s):

- PC Project Manager
- PC Project Coordinator

Prerequisites

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- PC100 Understanding GEARS Project Costing for Capital/Grant Project Management

Lesson 1: Creating JIS Procurement Project

Lesson Overview:

When you create a project, you define the structure to which activities and resources are added. You must set up a project before you can attach any activities or resources to it.

Lesson Objectives:

After completing this lesson, you will be able to:

- Create Project with Activities

1.1 Creating a Project with Activities

When you create a project, you define the structure to which activities and resources are added. You must set up a project before you can attach any activities or resources to it.

Activities are the tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables you to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.



In this topic, a project with an activity will be created.

After completing this topic you will be able to:

- Create a project with an activity

Procedure

In this topic, you will create a project with an activity.

Step	Action
1.	<p>Begin by navigating to the General Information page for Project Costing.</p> <p>Click the Project Costing link.</p> 
2.	<p>Click the General Information link under the Project Definitions pagelet.</p> 

Training Guide

PC210 Creating and Managing Projects



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Project Definitions > General Information

New Window ? Help http

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria


Business Unit: [=] MDJUD [Q]
Project: [begins with] Business Unit Description
Description: [begins with] MDJUD Administrative Office of Court
Program: [=] Detail Project
Processing Status: [=]

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | [Add a New Value](#)

[javascript:submitAction_wp0(document.wp0,'#fCSwitchMode')]

Step	Action
3.	Click the Add a New Value tab. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Project Definitions > General Information

New Window ? Help http


General Information

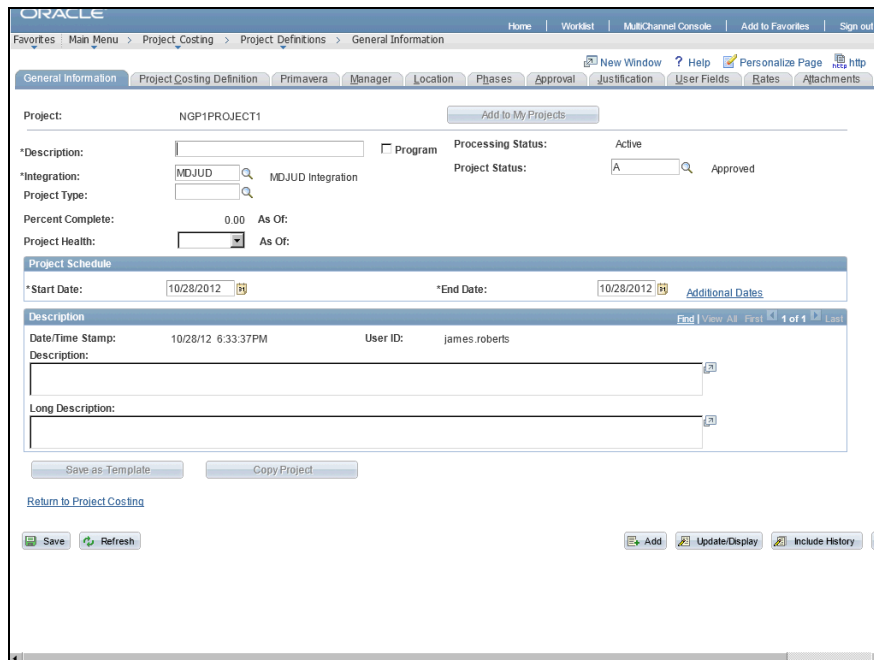
Find an Existing Value | **Add a New Value**

Business Unit: MDJUD [Q]
Project: NEXT
Create: Blank Project


Add

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	<p>Create a unique Project Name. Write down the name you create. For this example, enter "NGP1PROJECT1".</p> <p>NOTE: When creating an actual project name, you are to use FY + shortname + PCA for a total of 15 characters in the project name.</p>
5.	<p>Click the Add button.</p> 

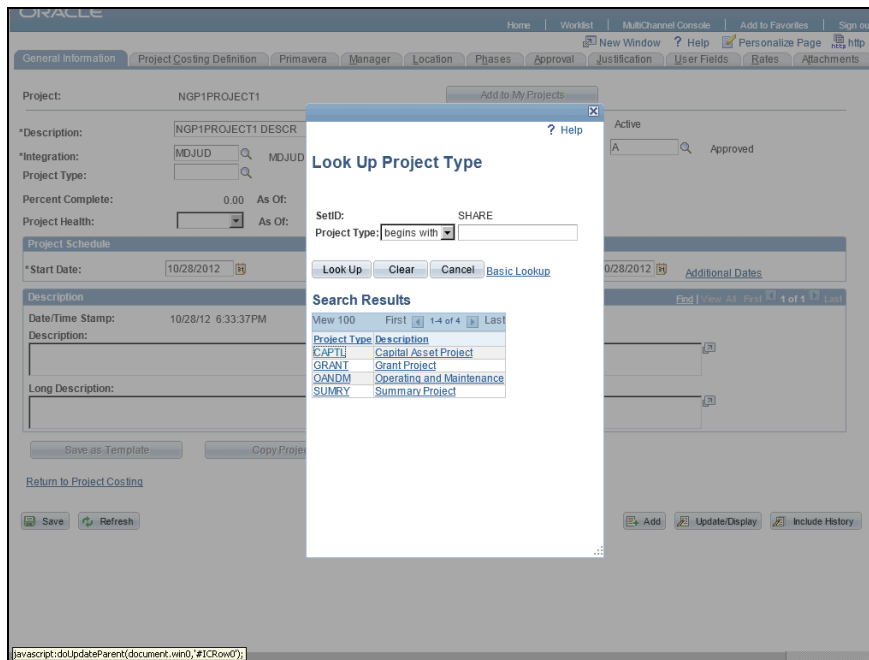


The screenshot shows the Oracle Project Costing - General Information form. The project name is 'NGP1PROJECT1'. The form includes fields for Description, Integration, Project Type, Percent Complete, Project Health, Project Schedule, and Description. The 'Add' button is highlighted at the bottom right.

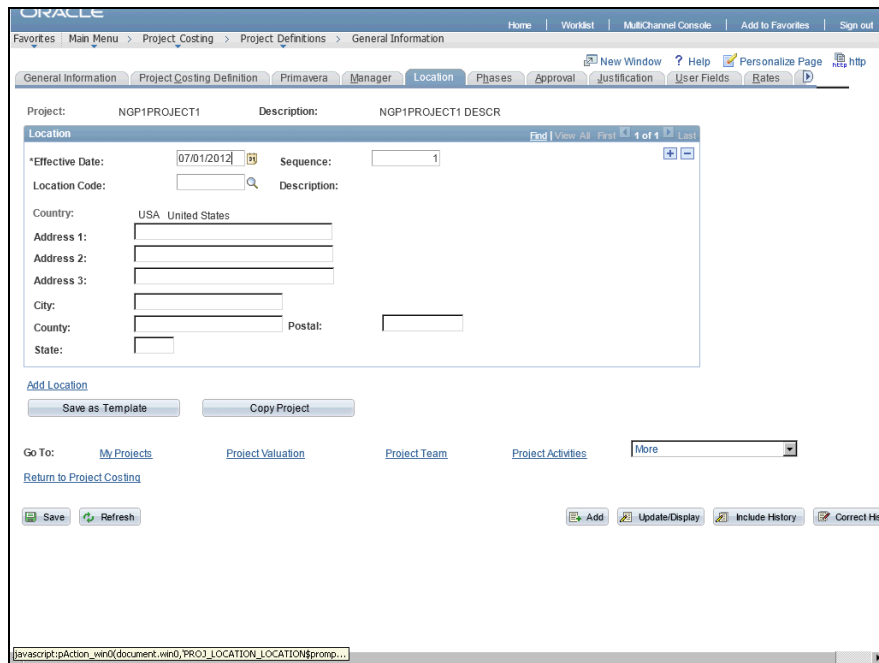
Step	Action
6.	<p>Enter the desired information into the Description field. This is a description of the project that you create. An example is "NGP1PROJECT1 DESCR".</p>
7.	<p>Click the Look up Project Type (Alt+5) button.</p> 

Training Guide

PC210 Creating and Managing Projects




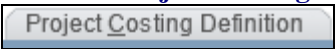
Step	Action
8.	<p>You will now select a Project Type.</p> <p>Click the CAPTL link.</p> <p>CAPTL</p>
9.	<p>Enter a date in the Start Date field. Enter today's date or a future date as the "Valid Start Date". For this example, enter "07/01/12". This date drives the effective date of the project status. Make sure the date is changed from the system date default.</p>
10.	<p>Enter a date in the End Date field. Enter a future date, past the start date as a "Valid End Date".</p> <p>Enter "6/30/2013", for example.</p>
11.	<p>In the Description field, you can enter Additional Project information about your project to get a feel for defining your project. You can enter free text in the Description field, which is limited to 256 characters. The Long Description text field is not limited.</p> <p>Enter the desired information into the Description field. For this example, enter "Additional Project Information."</p>
12.	<p>Click the Save button.</p> <p>Save</p>
13.	<p>Click the Location tab.</p> <p>Location</p>



Oracle Primavera Project Costing Definition - Location tab. The form displays the following fields and controls:

- Project:** NGP1PROJECT1
- Description:** NGP1PROJECT1 DESCR
- Effective Date:** 07/01/2012
- Location Code:** (Empty field)
- Sequence:** 1
- Country:** USA United States
- Address 1:** (Empty field)
- Address 2:** (Empty field)
- Address 3:** (Empty field)
- City:** (Empty field)
- County:** (Empty field)
- Postat:** (Empty field)
- State:** (Empty field)

Below the form, there are buttons for **Save**, **Refresh**, **Add**, **Update/Display**, **Include History**, and **Correct Hist**. The **Save** button is highlighted.

Step	Action
14.	Enter the Location Code . For this example enter " AOC " as the selected Location Code.
15.	Click the Save button. 
16.	Click the Project Costing Definition tab. 

Training Guide

PC210 Creating and Managing Projects



ORACLE
Favorites Main Menu > Project Costing > Project Definitions > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

General Information | **Project Costing Definition** | Primavera | Manager | Location | Phases | Approval | Justification | User Fields | Roles | Attachments

Project: NGP1PROJECT1 Description: NGP1PROJECT1 DESCR

System Fields *FS_08 SetID: <input type="text" value="SHARE"/> System Source: <input type="text" value="PPC"/>	Project Currency Currency Code: <input type="text" value="USD"/> Rate Type: <input type="text" value="CRRNT"/> Effective Date Default: <input type="text" value="Accounting Date"/>	Options <input type="checkbox"/> Standard Activities <input type="checkbox"/> Allow Interest Calculation
Enforce Team <input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team	Analysis Group Options Cost Budget: <input type="text" value="BUD"/> Revenue Budget: <input type="text" value="RBUD"/> Actual Cost: <input type="text" value="PSCST"/> Actual Revenue: <input type="text" value="PSREV"/> Forecast Cost: <input type="text" value="EAC"/> Forecast Revenue: <input type="text" value="FREV"/>	Percent Complete *Calculation Method: <input type="text" value="Budget Amount"/> *Summary Method: <input type="text" value="Straight-Line"/> *Retain History: <input type="text" value="Weekly"/>
Projects Utilities <input type="button" value="Project Tree"/>		
Profitability Analysis Groups Actual Margin = Actual Revenue <input type="text" value="PSREV"/> - Actual Cost <input type="text" value="PSCST"/> Forecast Margin = Forecast Revenue <input type="text" value="FREV"/> - Forecast Cost <input type="text" value="EAC"/>		

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)

javascript:submitAction_wip0(document.wip0.PROJ_COPY_00_WRK_PC_TRE...)

Step	Action
17.	The Project Costing Definition page allows you to identify and define all of the financial aspects of your project. The defaults normally are ok.

ORACLE
Favorites Main Menu > Project Costing > Project Definitions > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

General Information | **Project Costing Definition** | Primavera | Manager | Location | Phases | Approval | Justification | User Fields | Roles | Attachments

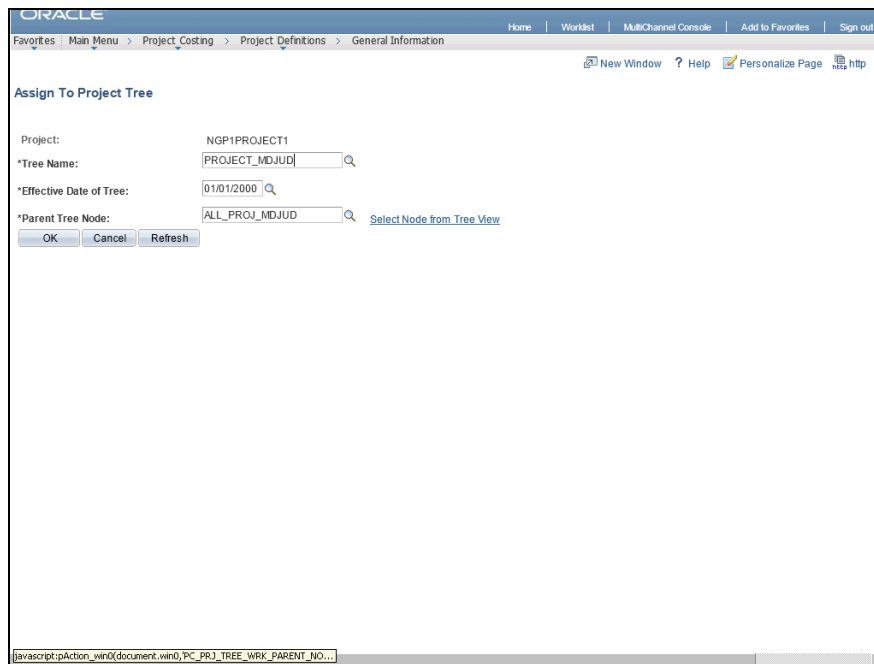
Project: NGP1PROJECT1 Description: NGP1PROJECT1 DESCR

System Fields *FS_08 SetID: <input type="text" value="SHARE"/> System Source: <input type="text" value="PPC"/>	Project Currency Currency Code: <input type="text" value="USD"/> Rate Type: <input type="text" value="CRRNT"/> Effective Date Default: <input type="text" value="Accounting Date"/>	Options <input type="checkbox"/> Standard Activities <input type="checkbox"/> Allow Interest Calculation
Enforce Team <input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team	Analysis Group Options Cost Budget: <input type="text" value="BUD"/> Revenue Budget: <input type="text" value="RBUD"/> Actual Cost: <input type="text" value="PSCST"/> Actual Revenue: <input type="text" value="PSREV"/> Forecast Cost: <input type="text" value="EAC"/> Forecast Revenue: <input type="text" value="FREV"/>	Percent Complete *Calculation Method: <input type="text" value="Budget Amount"/> *Summary Method: <input type="text" value="Straight-Line"/> *Retain History: <input type="text" value="Weekly"/>
Projects Utilities <input type="button" value="Project Tree"/>		
Profitability Analysis Groups Actual Margin = Actual Revenue <input type="text" value="PSREV"/> - Actual Cost <input type="text" value="PSCST"/> Forecast Margin = Forecast Revenue <input type="text" value="FREV"/> - Forecast Cost <input type="text" value="EAC"/>		

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)

javascript:submitAction_wip0(document.wip0.PROJ_COPY_00_WRK_PC_TRE...)

Step	Action
18.	<p>Now we will add the new project to the project tree. To start, click the Project Tree... link. The Tree can be used to control what projects can be viewed by a user. The top node allows all projects to be viewed by the user.</p> <p>Project Tree...</p>



ORACLE

Favorites | Main Menu > Project_Costing > Project_Definitions > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Assign To Project Tree

Project: NGP1PROJECT1

*Tree Name: PROJECT_MDJUD

*Effective Date of Tree: 01/01/2000

*Parent Tree Node: ALL_PROJ_MDJUD [Select Node from Tree View](#)

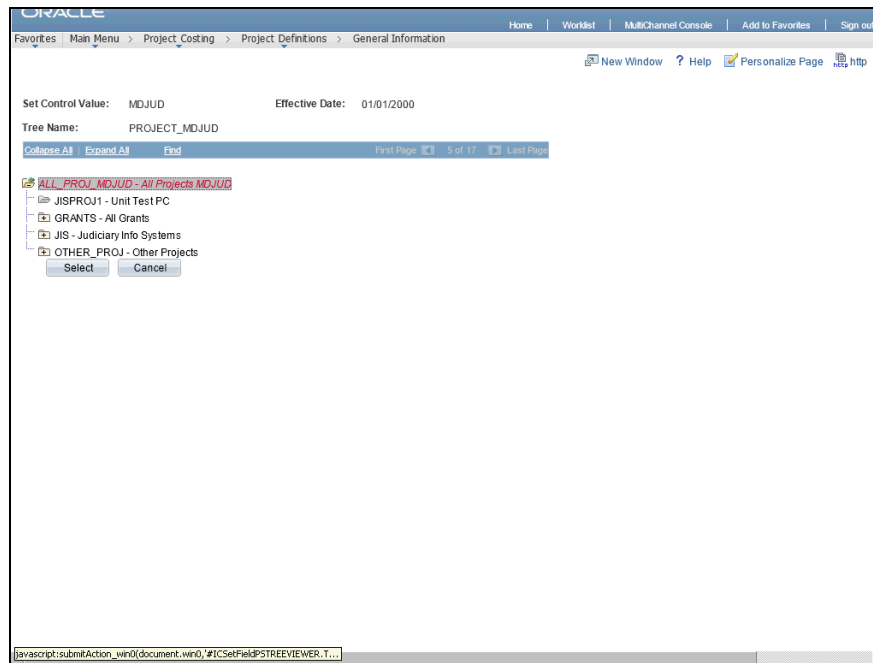
OK Cancel Refresh




javascript:pAction_wind(document.wind,PC_PRJ_TREE_WRK_PARENT_NO,...)

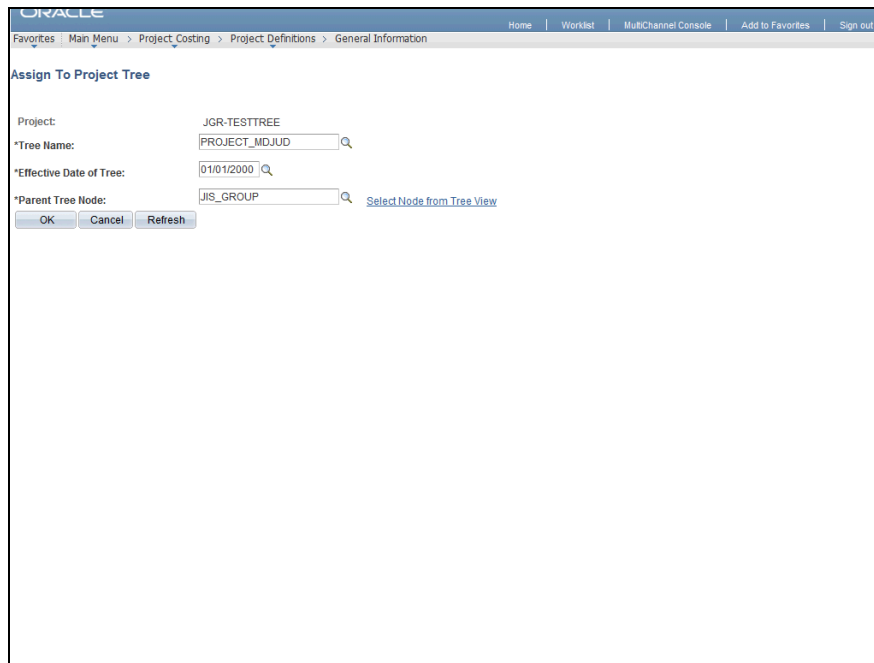
Step	Action
19.	<p>Enter the unique Project Name you created at the beginning of this topic, into the Tree Name field.</p> <p>For this example, enter "PROJECT_MDJUD" as the Tree Name field.</p>
20.	<p>Click the Select Node from Tree View link.</p> <p>Select Node from Tree View</p>

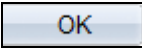
Training Guide

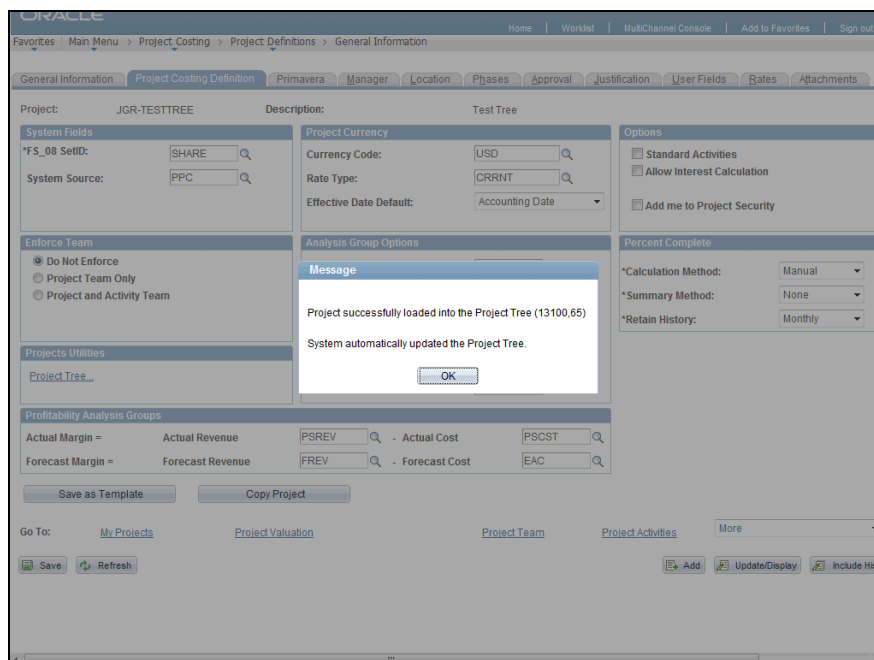
PC210 Creating and Managing Projects



Step	Action
21.	Click the Expand Node button next to the node where the project is going to be located. For example, “JIS.” 
22.	Click the Expand Node button next to the node where the project will be located. For example, “JIS_GROUP - JIS Projects”. 
23.	Click the Select button to add the project under the selected node. 




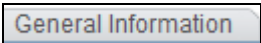
Step	Action
24.	<p>The Assign To Project Tree page displays. The fields on the page should automatically fill.</p> <p>Click the OK button to save.</p> 

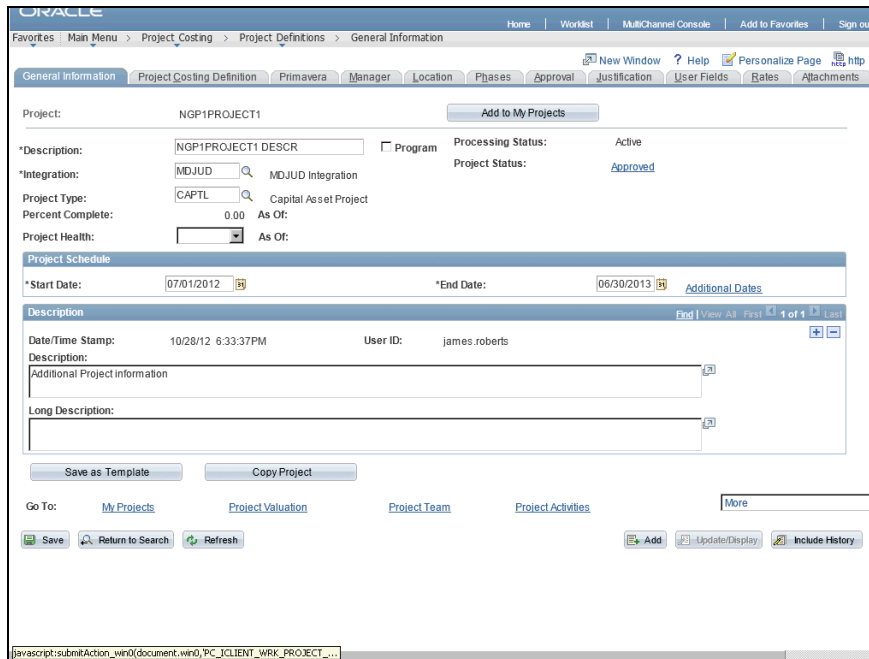


Training Guide

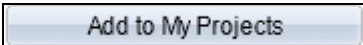
PC210 Creating and Managing Projects

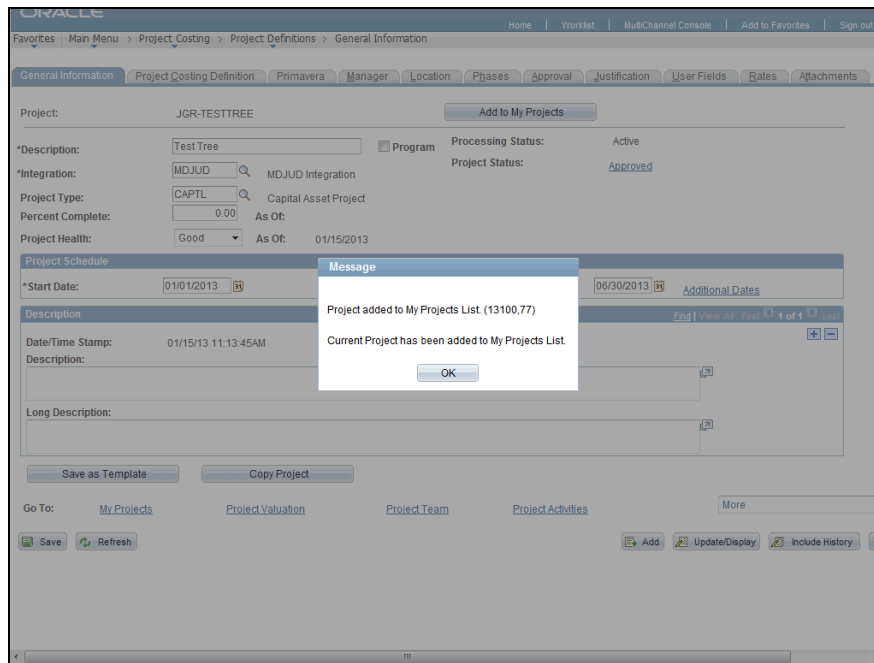


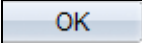

Step	Action
25.	Click the OK button. 
26.	Click the General Information tab. 

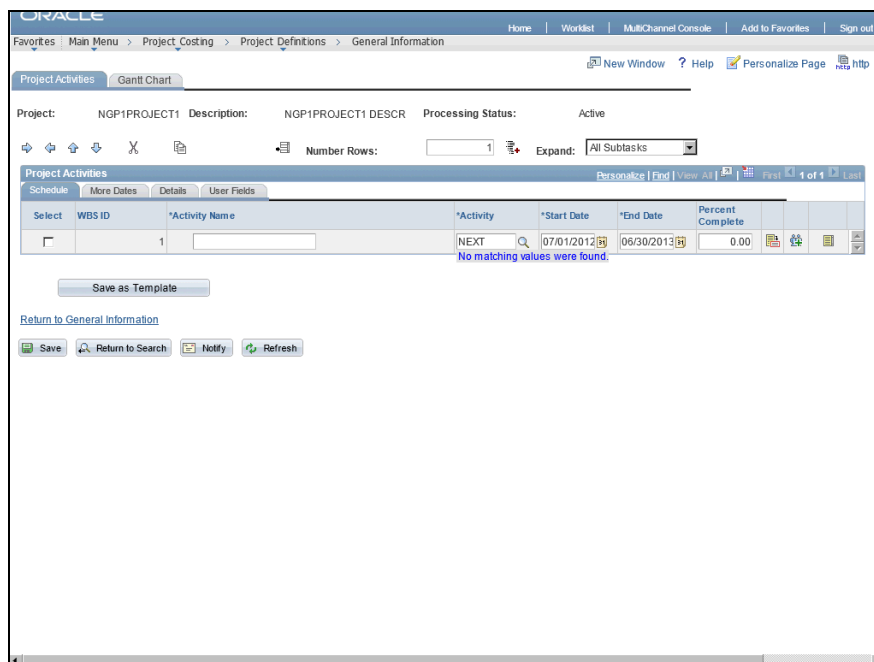


Oracle PC210 General Information tab for project NGP1PROJECT1. The form includes fields for Description, Integration, Project Type, Percent Complete, and Project Health. It also features a Project Schedule section with Start and End dates. At the bottom, there are buttons for 'Save as Template', 'Copy Project', and 'Add to My Projects'.

Step	Action
27.	Click on the Add to My Projects button to add to your list of projects that you want to track. 



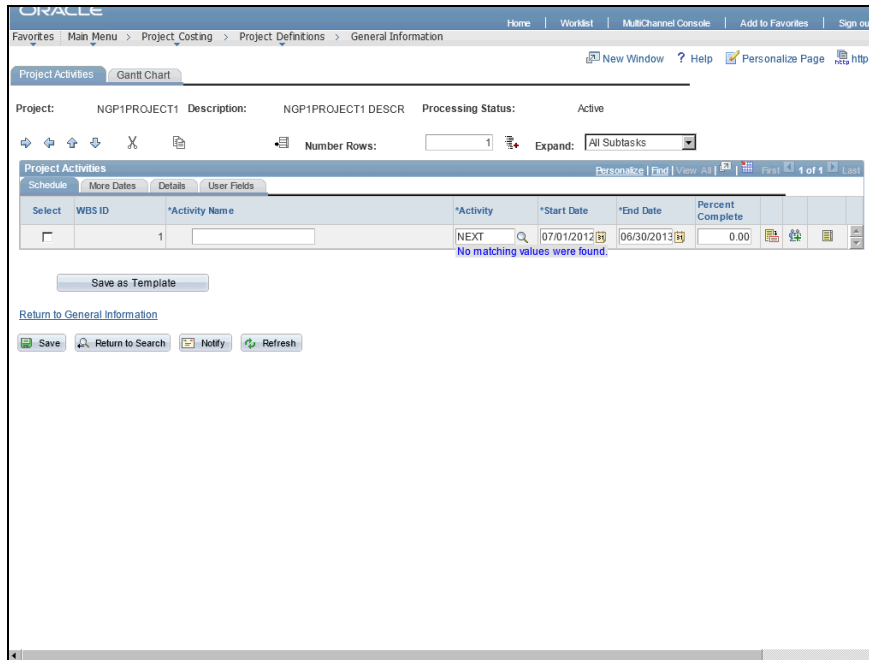
Step	Action
28.	Click the OK button. 
29.	Click the Project Activities link. 



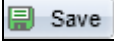

Training Guide

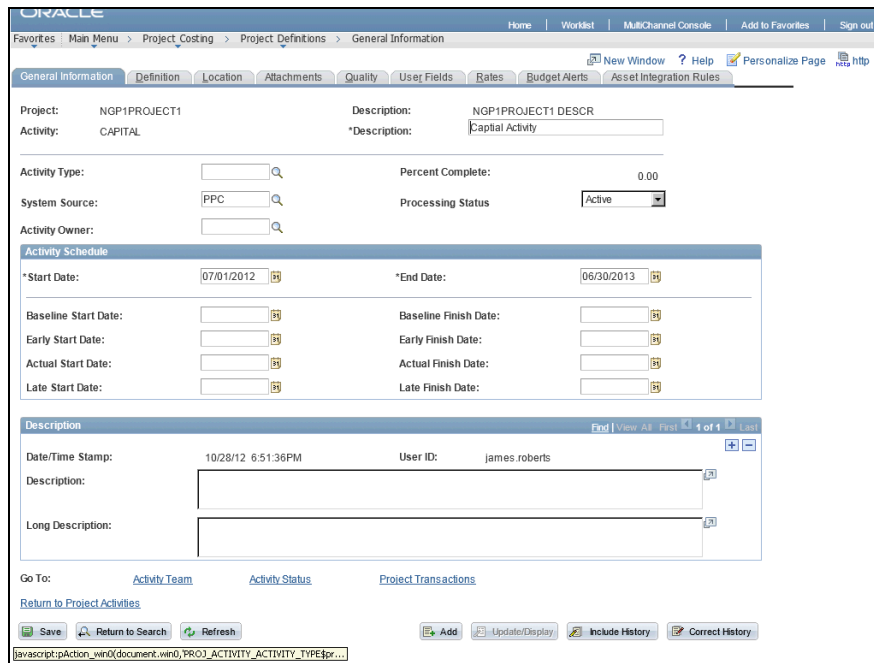
PC210 Creating and Managing Projects


Step	Action
30.	The Project Activities page is where you can identify new activities or select ones that might already be created.

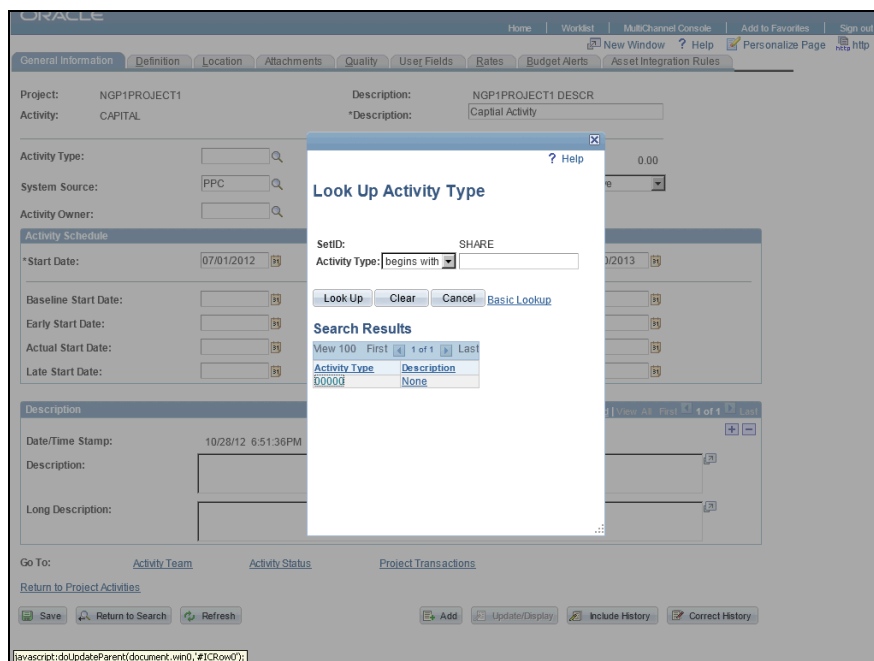



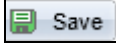
Oracle Project Activities page showing a table with columns: Select, WBS ID, Activity Name, Activity, Start Date, End Date, Percent Complete. The table contains one row with WBS ID '1' and Activity Name 'NEXT'. Below the table is a 'Save as Template' button and a 'Return to General Information' link. At the bottom are 'Save', 'Return to Search', 'Notify', and 'Refresh' buttons.

Step	Action
31.	Enter the desired information into the Activity field. Enter " CAPITAL ".
32.	Enter the Activity Name . You might use the Project Type plus the word "Activity". Since the example shows a Capital Project, For this example, enter " CAPITAL Activity ".
33.	Click the Save button. 
34.	Click the Activity Definition button. 



Step	Action
35.	<p>Click the Look up Activity Type (Alt+5) button.</p> <p>This is not a required value. Only one project type is currently setup. The field can be used to report on like activities when the activity name is not standardized.</p> 



Step	Action
36.	<p>Select the appropriate Activity Type. The Activity Type can be used to report on activities which have different activity IDs.</p> <p>For this example, click the 00000 link.</p> 
37.	<p>Click the Save button.</p> 
38.	<p>You have successfully completed <i>Creating a Project with Activities</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none">- Create a project with activities. <p>End of Procedure.</p>

Lesson 2: Creating the Project Budget

Lesson Overview:

Every Project you create must have a budget attached to it, along with its activities. The following lesson will demonstrate how to create, amend and review the budget of your associated project.

Lesson Objectives:

After completing this lesson, you will be able to:

- Create Project Budget Plan and Details
- Finalize Budget - Process to Commitment Control
- Review and Validate Budget in PC
- Correct Budget Exceptions

2.1 Creating a Project Budget Plan with Details

Budget plans define the budget type (cost or revenue), status, currency, and time span. They also specify the analysis type for all budget transactions that you create for the plan. You can create one or more budget plans for a project; however, you can finalize only two plans—one cost budget and one revenue budget.

In this topic you will create a budget plan for a project. Detailed distributions will be added to this budget plan in a later topic.

After completing this topic, you will be able to:

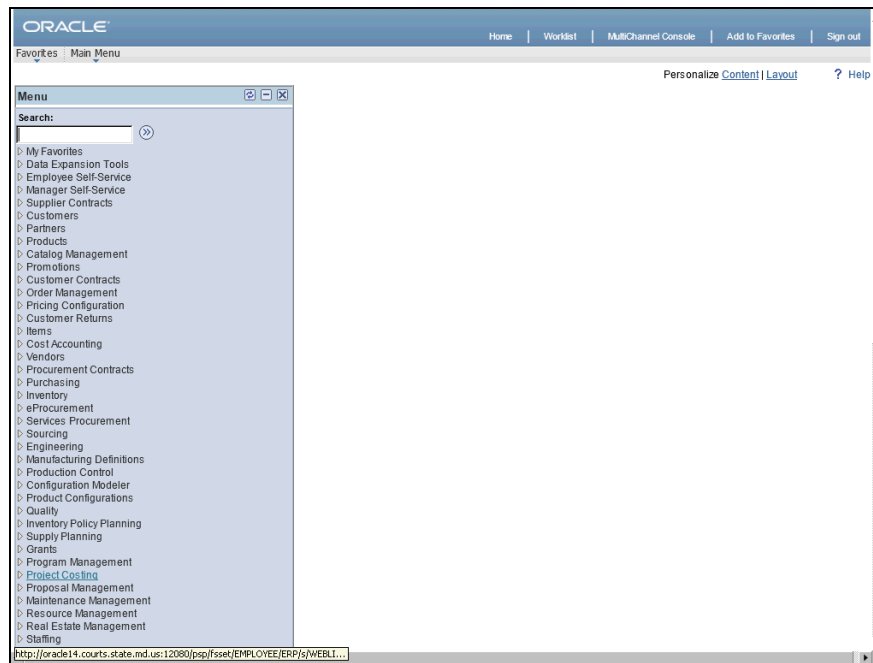
- Create a budget plan for a project.



Procedure

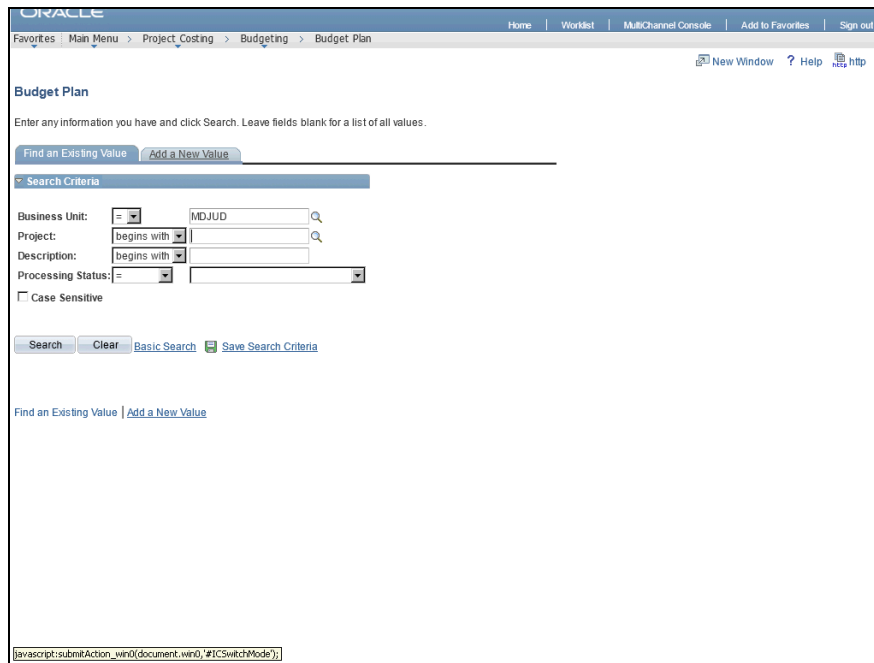
In this topic, you will create a budget plan for a project. Detailed distributions will be added to this budget plan in a later topic.

Training Guide

PC210 Creating and Managing Projects



Step	Action
1.	<p>Begin by navigating to the Budget Plan page.</p> <p>Click the Project Costing link.</p> <p></p>
2.	<p>Click the Budget Plan link in the Budgeting pagelet.</p> <p></p>



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Budgeting > Budget Plan

New Window ? Help http

Budget Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Business Unit: [=] MDJUD

Project: [begins with]

Description: [begins with]

Processing Status: [=]

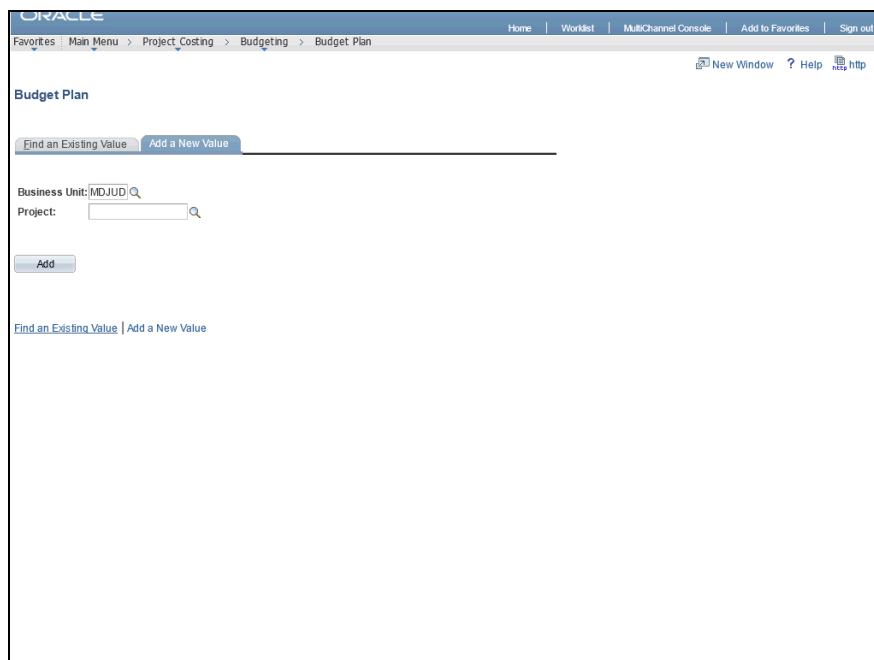
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

[javascript:submitAction_wip0(document.wip0,'#1CSwitchMode')]

Step	Action
3.	Click the Add a New Value tab. <div>Add a New Value</div>



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Budgeting > Budget Plan

New Window ? Help http

Budget Plan

Find an Existing Value | **Add a New Value**

Business Unit: MDJUD

Project:


Add

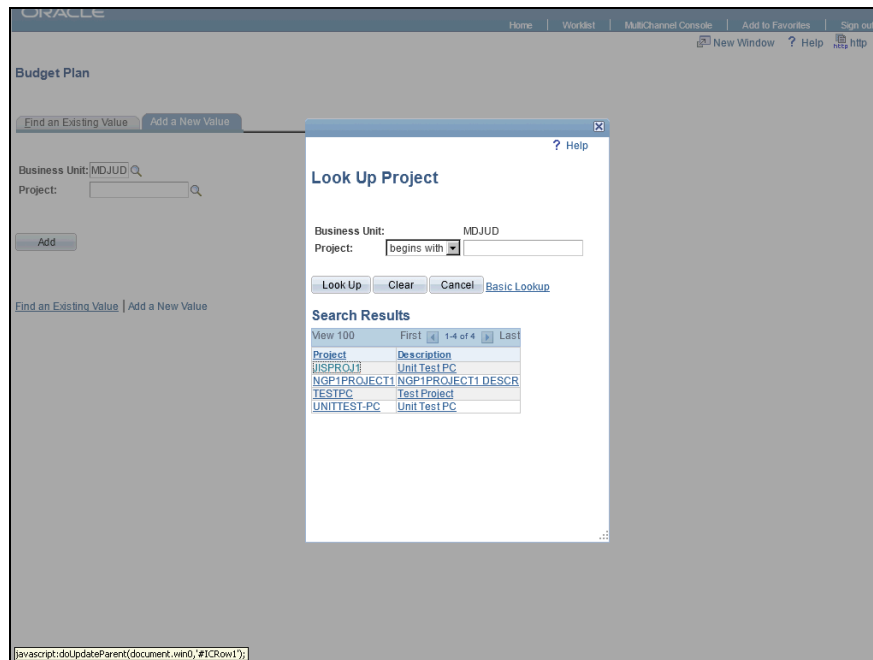
Find an Existing Value | Add a New Value



Training Guide

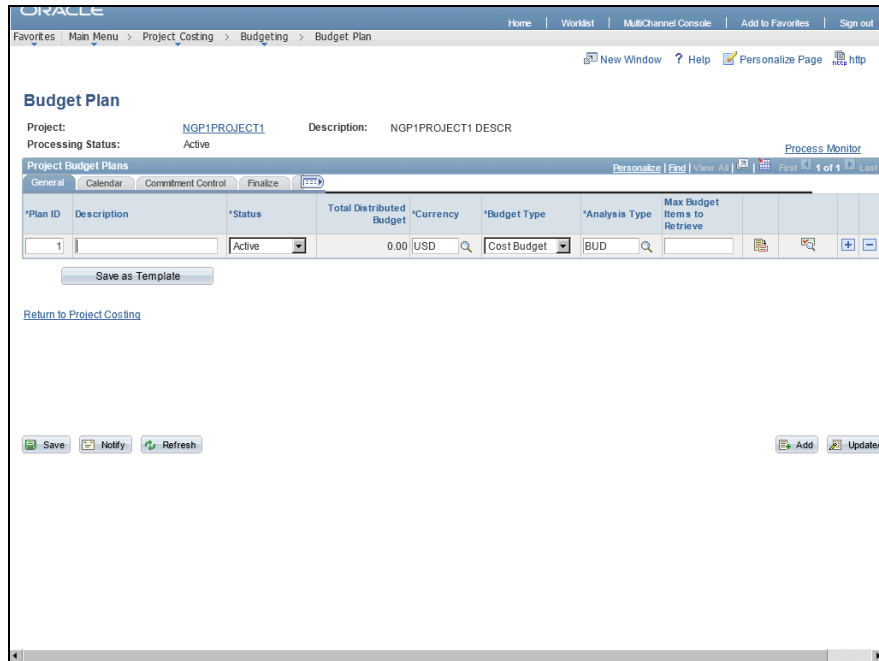
PC210 Creating and Managing Projects



Step	Action
4.	Click the Look Up Project (Alt+5) button to select the project that you previously created. 



Step	Action
5.	Select the project previously created. For this example, click NGP1PROJECT1 link. 
6.	Click the Add button. 



Budget Plan

Project: [NGP1PROJECT1](#) Description: NGP1PROJECT1 DESCR

Processing Status: Active

Process Monitor

Project Budget Plans

General | Calendar | Commitment Control | Finalize | [Add](#)

Personalize | Find | View All | First | 1 of 1 | Last

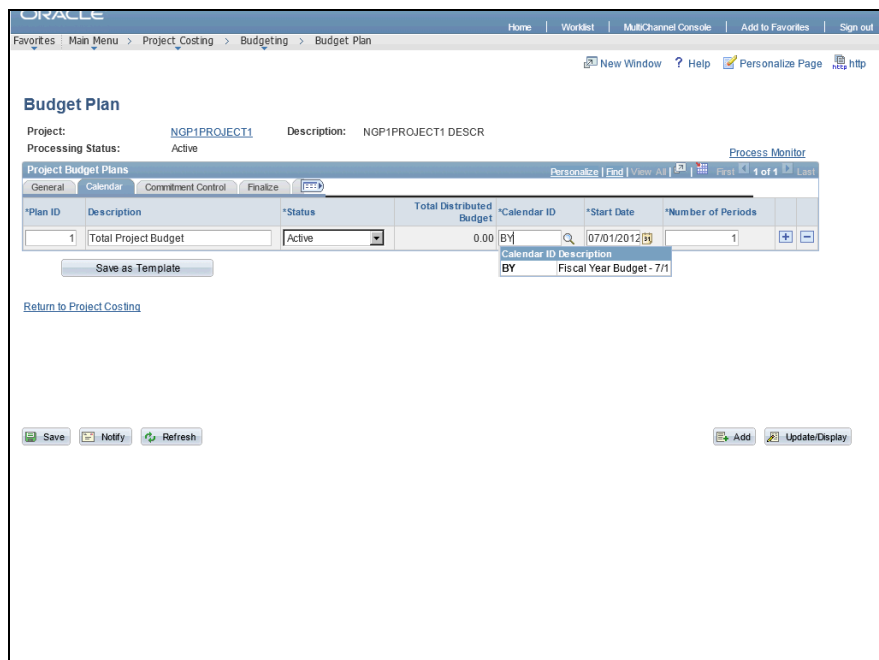
*Plan ID	Description	*Status	Total Distributed Budget	*Currency	*Budget Type	*Analysis Type	Max Budget Items to Retrieve
1		Active	0.00	USD	Cost Budget	BUD	

[Save as Template](#)

[Return to Project Costing](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update](#)

Step	Action
7.	Enter the desired information into the Description field. This is a description of the Budget Plan that you are creating. For this example, enter " Total Project Budget ".
8.	Click the Calendar tab. <div>Calendar</div>



Budget Plan

Project: [NGP1PROJECT1](#) Description: NGP1PROJECT1 DESCR

Processing Status: Active

Process Monitor

Project Budget Plans

General | **Calendar** | Commitment Control | Finalize | [Add](#)

Personalize | Find | View All | First | 1 of 1 | Last

*Plan ID	Description	*Status	Total Distributed Budget	*Calendar ID	*Start Date	*Number of Periods
1	Total Project Budget	Active	0.00	BY	07/01/2012	1

[Save as Template](#)


[Return to Project Costing](#)

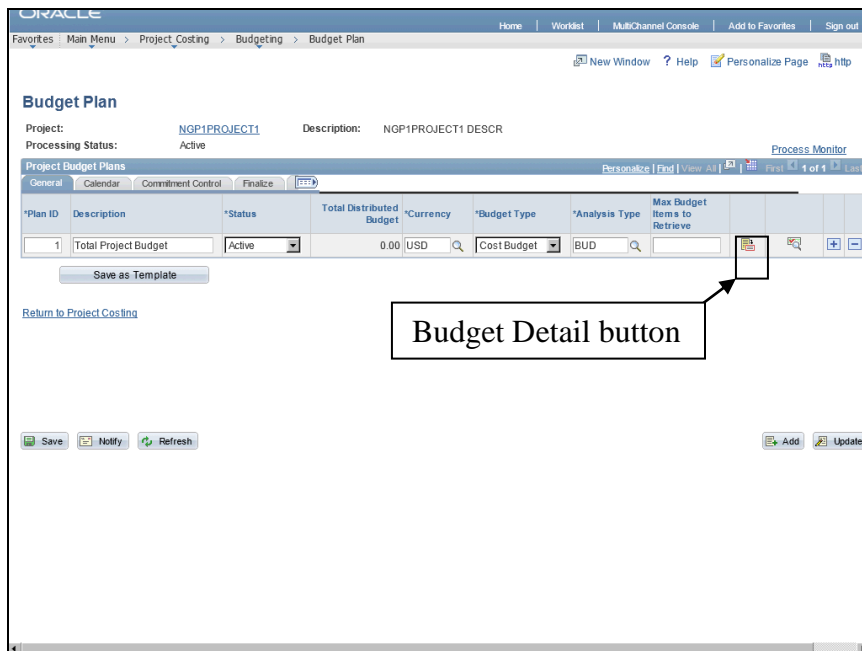
[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Calendar ID Description
BY Fiscal Year Budget - 7/1

Training Guide

PC210 Creating and Managing Projects

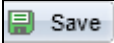

Step	Action
9.	Enter the appropriate Calendar ID . For this example enter " BY " as the selected Calendar ID, which is the Fiscal Year Budget. This value will default from the Project Costing Business Unit.
10.	Verify the start date that is used as the Budget date. The start date determines the budget period fiscal year.
11.	Enter the Number of Periods . For this example, enter " 1 " as the selected Number of Periods.
12.	Click the General tab. 

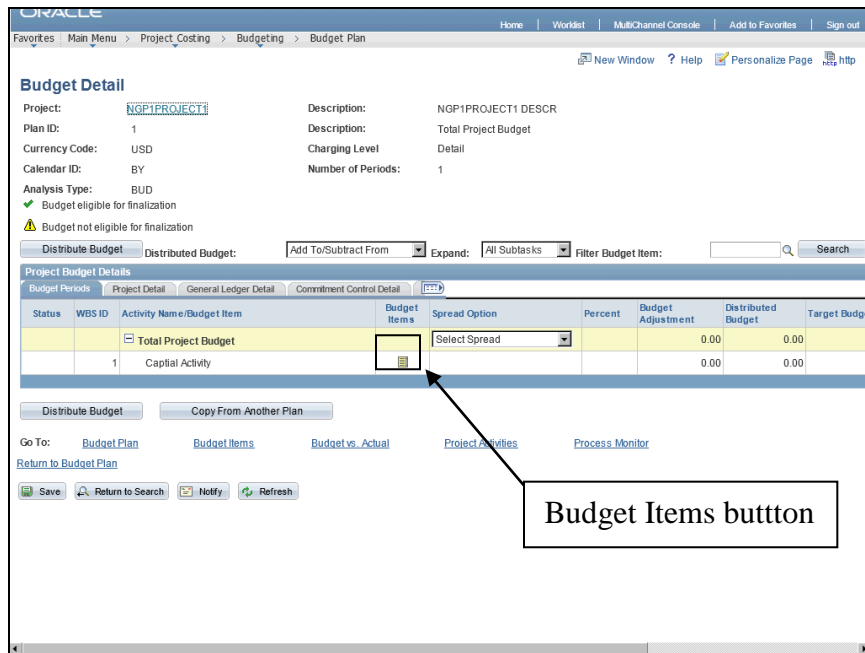


The screenshot shows the Oracle Budget Plan interface. The 'General' tab is selected. The table displays the following data:

*Plan ID	Description	*Status	Total Distributed Budget	*Currency	*Budget Type	*Analysis Type	Max Budget Items to Retrieve
1	Total Project Budget	Active	0.00	USD	Cost Budget	BUD	

A callout box labeled "Budget Detail button" points to a button in the table header area.

Step	Action
13.	Click the Save button. 
14.	Click the Budget Detail button. 



Budget Detail

Project: NGP1PROJECT1 Description: NGP1PROJECT1 DESCR
 Plan ID: 1 Description: Total Project Budget
 Currency Code: USD Charging Level: Detail
 Calendar ID: BY Number of Periods: 1
 Analysis Type: BUD
 ✓ Budget eligible for finalization
 ⚠ Budget not eligible for finalization

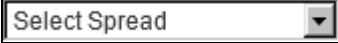

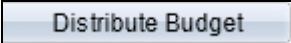
Distribute Budget: Distributed Budget: Add To/Subtract From: Expand: Filter Budget Item:

Project Budget Details

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget
		Total Project Budget	<input type="button" value="Select Spread"/>			0.00	0.00	
	1	Capital Activity	<input type="button" value="Select Spread"/>			0.00	0.00	

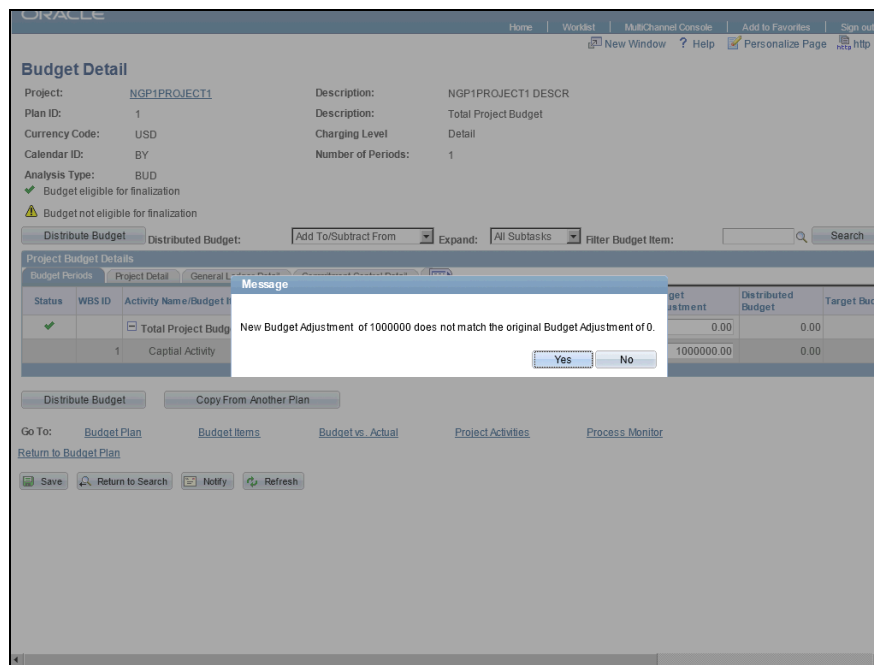
Go To: [Budget Plan](#) [Budget Items](#) [Budget vs. Actual](#) [Project Activities](#) [Process Monitor](#)
[Return to Budget Plan](#)



Budget Items button

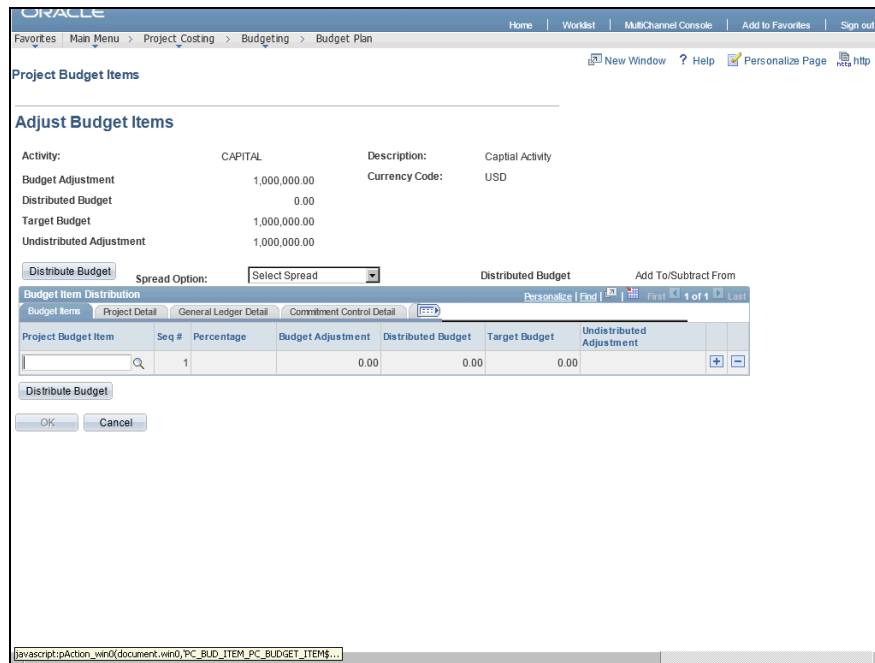
Step	Action
15.	Click the Spread Option list. 
16.	Click the Adjust by Amount list item. 
17.	Enter the desired information into the Budget Adjustment field. For this example, enter " 1000000 " for the Total Project Budget.
18.	Click in the Budget Adjustment field and enter the amount for the activity. For this example, enter " 100000 ". If there is only one activity, then the amount should match the total project budget
19.	Click the Distribute Budget button. 


Training Guide

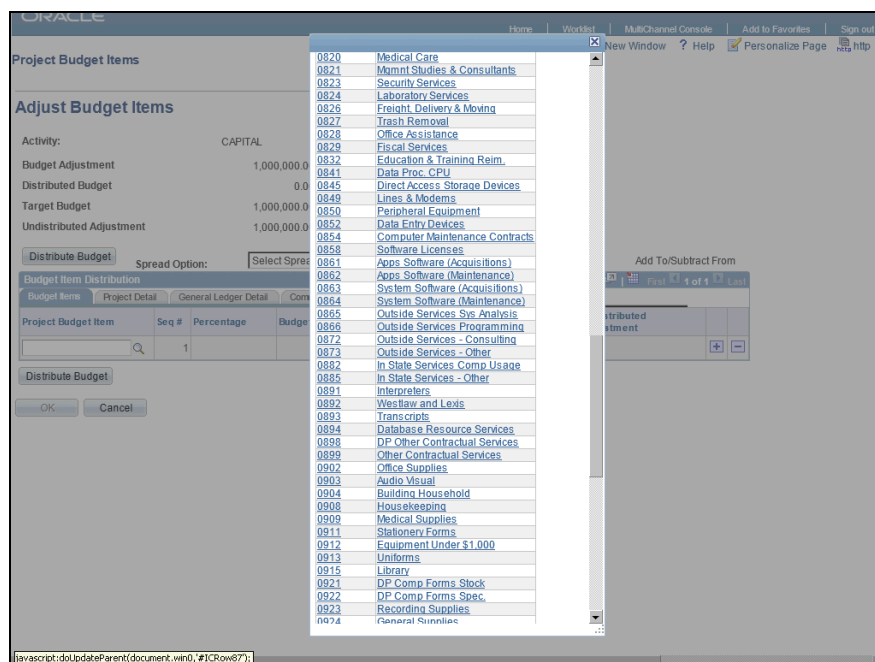
PC210 Creating and Managing Projects



Step	Action
20.	<p>The warning message is ok because the original budget is being setup.</p> <p>Click the Yes button.</p> 
21.	<p>Click the Budget Items button.</p> 



Step	Action
22.	Click the Look up Project Budget Item (Alt+5) button. The budget items are the same as the account for the budget item. The high level summary budget item for all accounts '0000' will be used. 



Training Guide

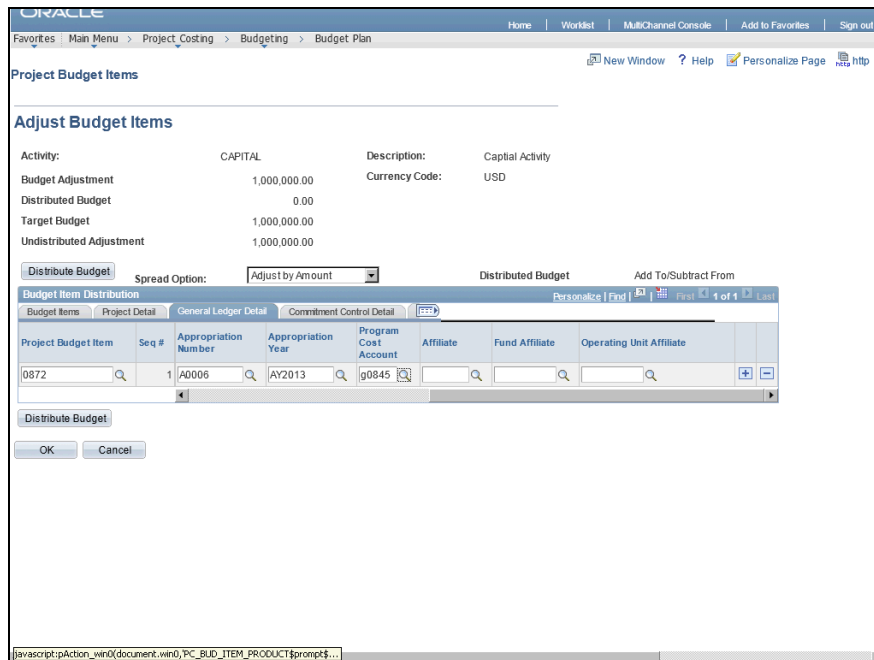
PC210 Creating and Managing Projects




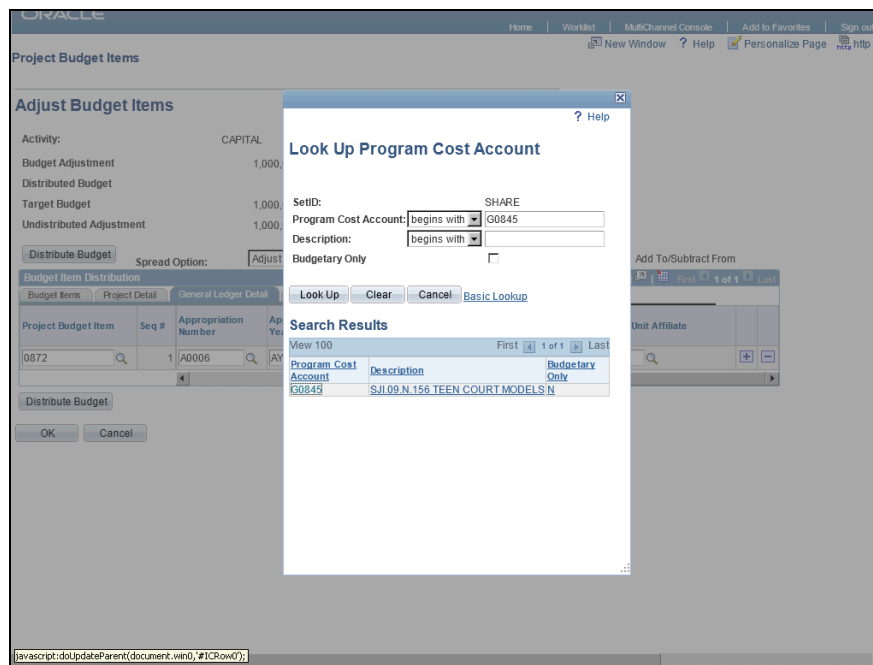
Step	Action
23.	Click 0872 link.
24.	Click the Spread Option list.
25.	Click the Adjust by Amount list item.
26.	Enter the desired information into the Budget Adjustment field. Enter " 1000000 ", for this example. Here the entire budget is assigned to the budget item.
27.	Click the Distribute Budget button.
28.	Click the General Ledger Detail tab.


Step	Action
29.	Enter the appropriate Batch Agency . For this example, enter " C00 " as the selected Batch Activity.
30.	Enter the desired information into the Fund Code field. For this example, enter " 0005 ".
31.	Enter the desired information into the Program field. For this example, enter " G08A ".

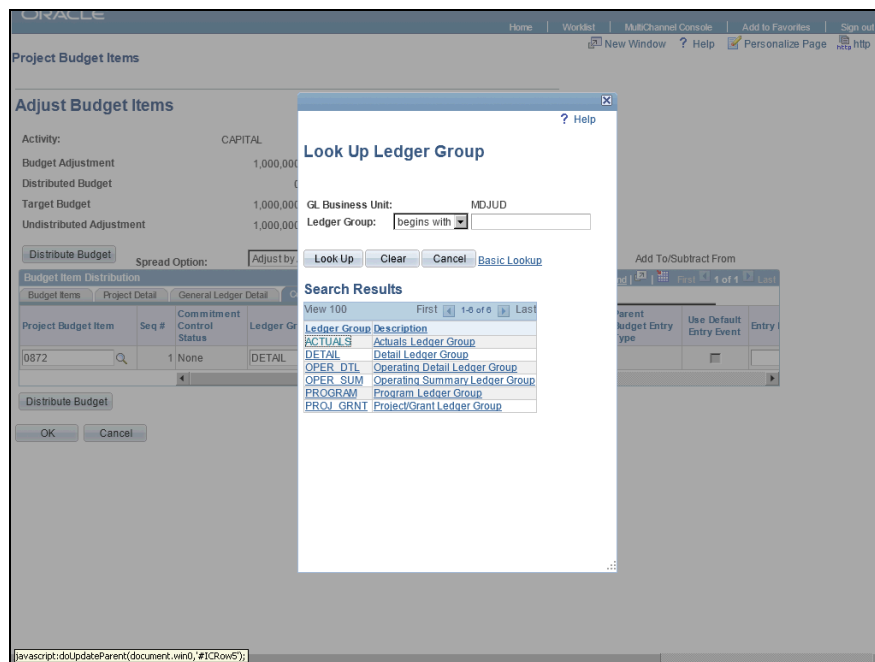
Step	Action
32.	Enter the desired information into the Appropriation Number field. For this example, enter " A0006 ".
33.	Enter the desired information into the Appropriation Year field. For this example, enter " AY2013 ".
34.	Move the scrollbar to the right to reveal additional information.










Step	Action
35.	Click the Look up Program Cost Account (Alt+5) button. 



Step	Action
36.	<p>Click the appropriate Program Cost Account link. For example, G0845.</p> <p>NOTE: A new PCA for the project would need to have been requested prior to setting up a budget for a new project.</p> <p>G0845</p>
37.	<p>Click the Commitment Control Detail tab.</p> <p>Commitment Control Detail</p>
38.	<p>Click the Look up Ledger Group (Alt+5) button.</p> <p></p>



Step	Action
39.	Click the Project/Grant Ledger Group link. 
40.	Click the Budget Entry Type list. NOTE: Future adjustments should use the Adjustment value. 
41.	Click the Original list item. NOTE: Future adjustments should use the Adjustment value. 
42.	Click the Generate Parent Budgets option. 
43.	Click the Parent Budget Entry Type list. NOTE: Future adjustments should use the Adjustment value. 
44.	Click the Original list item. NOTE: Future adjustments should use the Adjustment value. 
45.	Click the Budget Items tab. 

Training Guide

PC210 Creating and Managing Projects

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Budgeting > Budget Plan

New Window ? Help Personalize Page http

Project Budget Items

Adjust Budget Items

Activity: CAPITAL Description: Capital Activity
 Budget Adjustment: 1,000,000.00 Currency Code: USD
 Distributed Budget: 0.00
 Target Budget: 1,000,000.00
 Undistributed Adjustment: 1,000,000.00

Distribute Budget Spread Option: Adjust by Amount Distributed Budget Add To/Subtract From

Budget Item Distribution

Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
0872	1		1,000,000.00	0.00	1,000,000.00	1,000,000.00

Distribute Budget

OK Cancel

Distribute Budget button

Step	Action
46.	Click the Distribute Budget button. <div>Distribute Budget</div>
47.	Click the OK button. <div>OK</div>

Budget Detail

Project: [NGP1PROJECT1](#) Description: NGP1PROJECT1 DESCR
 Plan ID: 1 Description: Total Project Budget
 Currency Code: USD Charging Level: Detail
 Calendar ID: BY Number of Periods: 1
 Analysis Type: BUD
 ✓ Budget eligible for finalization
 ⚠ Budget not eligible for finalization

Distribute Budget: Add To/Subtract From Expand: All Subtasks Filter Budget Item:

Project Budget Details

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget
⚠		Total Project Budget		Select Spread		1,000,000.00	0.00	1,000,000.00
	1	Capital Activity		Select Spread		1,000,000.00	0.00	1,000,000.00
⚠		Outside Services - Consulting				1,000,000.00	0.00	1,000,000.00

Go To: [Budget Plan](#) [Budget Items](#) [Budget vs. Actual](#) [Project Activities](#) [Process Monitor](#)
[Return to Budget Plan](#)

[javascript:submitAction_wip0(document.wip0,STATUS\$2C)]

Step	Action
48.	Click and move the scrollbar to the right to reveal additional information.



PROJECT1 DESCR
 Project Budget
 All

id: All Subtasks Filter Budget Item:

Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	2013
Select Spread		1,000,000.00	0.00	1,000,000.00	1,000,000.00	<input type="button" value="Even Spread"/>	<input type="button" value="Other"/>	<input type="button" value="2013"/>
Select Spread		1,000,000.00	0.00	1,000,000.00	1,000,000.00	<input type="button" value="Even Spread"/>	<input type="button" value="Other"/>	<input type="button" value="2013"/>
		1,000,000.00	0.00	1,000,000.00	1,000,000.00	<input type="button" value="Even Spread"/>	<input type="button" value="Other"/>	<input type="button" value="2013"/>

[Project Activities](#) [Process Monitor](#)

Even Spread button

Step	Action
49.	Click the Even Spread button. 
50.	Click and move the scrollbar back to the left.
51.	Click the Save button. 
52.	Click the Return to Budget Plan link. Return to Budget Plan
53.	You have successfully completed <i>Creating a Project Budget Plan with Details</i> . You have learned how to: - Create a project budget plan with details. End of Procedure.

2.2 Finalizing Budget-Process to Commitment Control

Finalizing the Budget Plan updates the Project Transaction Interface table and triggers the Load Third-Party Transactions Application Engine process to determine if the transactions must go through Commitment Control. The system:

- Sends rows that require Commitment Control through the Project Costing to Commitment Control process.
- Sends rows that do not require Commitment Control to the Project Transaction table.
- Updates the Summary Budget Data table.

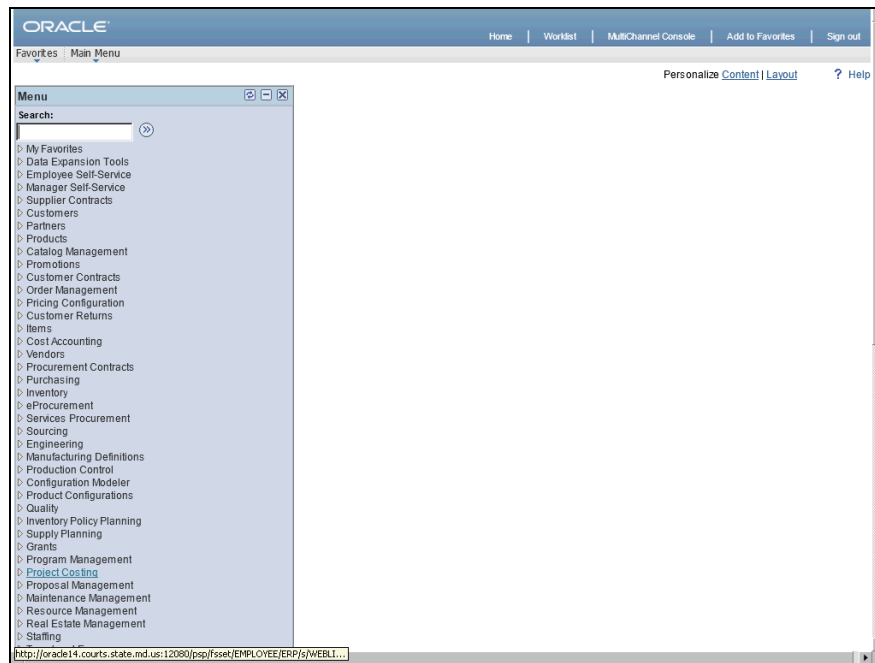
In this topic a project budget plan that was not finalized during budget creation will be finalized.



After completing this topic, you will be able:

- Finalized a project budget plan to Commitment Control.

Procedure

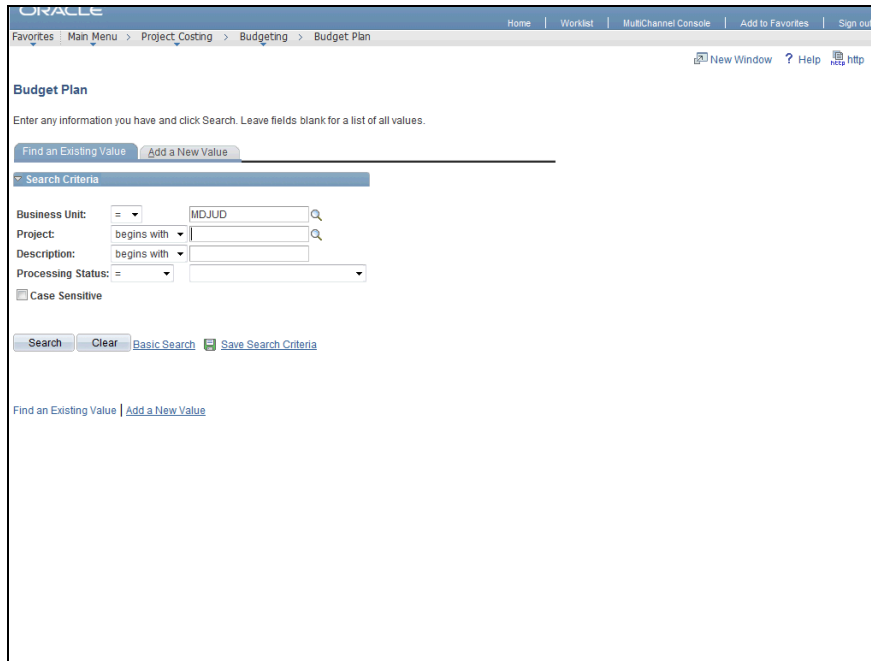
In this topic, you will finalize a budget plan to Commitment Control.



Step	Action
1.	<p>Begin by navigating to the Budget Plan page.</p> <p>Click the Project Costing link.</p> <p></p>
2.	<p>Click the Budget Plan link in the Budgeting pagelet.</p> <p></p>

Training Guide

PC210 Creating and Managing Projects



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Budgeting > Budget Plan

New Window ? Help http

Budget Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = MDJUD

Project: begins with


Description: begins with

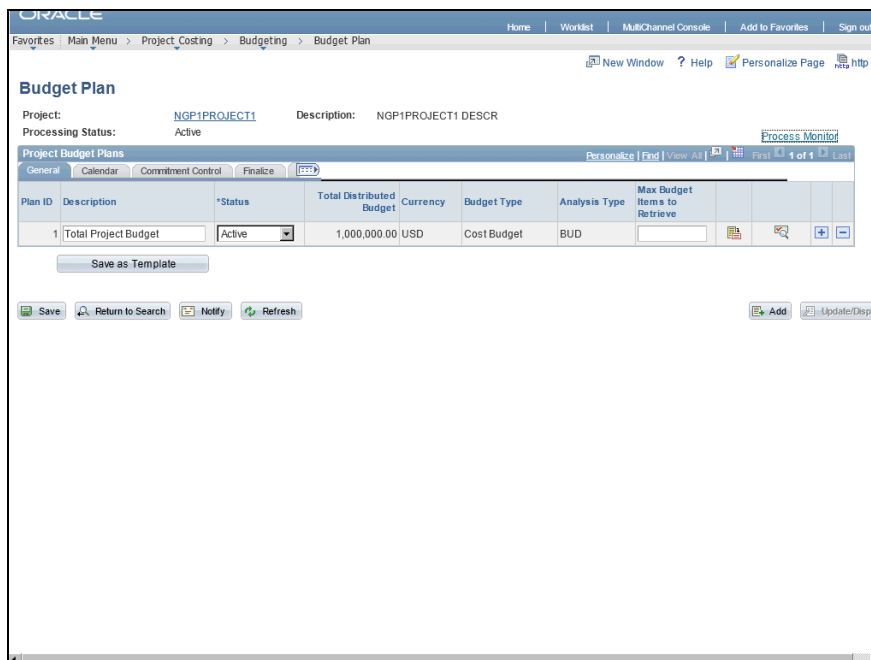
Processing Status: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
3.	Enter the previously created project into the Project field. Enter "NGP1PROJECT1" .
4.	Click the Search button. 



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Budgeting > Budget Plan

New Window ? Help Personalize Page http

Budget Plan

Project: NGP1PROJECT1 Description: NGP1PROJECT1 DESCR

Processing Status: Active

Process Monitor


Project Budget Plans

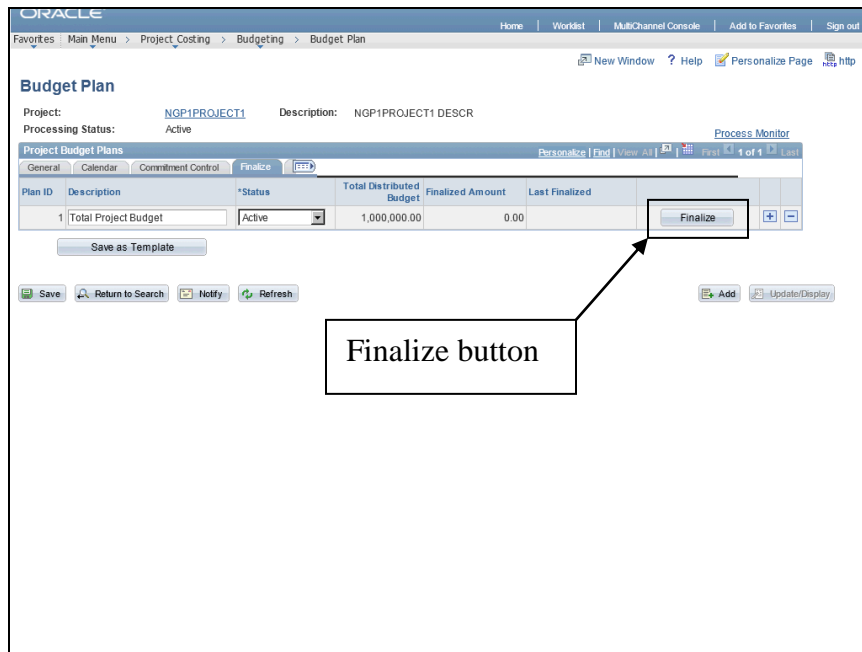
General | Calendar | Commitment Control | Finalize | **BUD**


Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve
1	Total Project Budget	Active	1,000,000.00	USD	Cost Budget	BUD	

Save as Template

Save Return to Search Notify Refresh Add Update/Display

Step	Action
5.	Click the Finalize tab. 



Step	Action
6.	Click the Finalize button. Security is required to run process. 

Training Guide

PC210 Creating and Managing Projects

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Budget Plan

Project: [NGP1PROJECT1](#) Description: NGP1PROJECT1 DESCR

Processing Status: Active [Process Monitor](#)

Project Budget Plans

General | Calendar | Commitment Control | Finalize | [Finalize](#)

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	Total Project Budget	Active	1,000,000.00	0.00	10/29/12 11:24AM	Finalize + -

Save as Template

Save Return to Search Notify Refresh Add Update/Display

Message

Budget Plan Finalization has been processed. (13100.697)

Click on the Process Monitor hyperlink to view run status.

[OK](#)

Step	Action
7.	Click the OK button.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Budgeting > Budget Plan

New Window ? Help Personalize Page http

Budget Plan

Project: [NGP1PROJECT1](#) Description: NGP1PROJECT1 DESCR

Processing Status: Active [Process Monitor](#)

Project Budget Plans

General | Calendar | Commitment Control | Finalize | [Finalize](#)

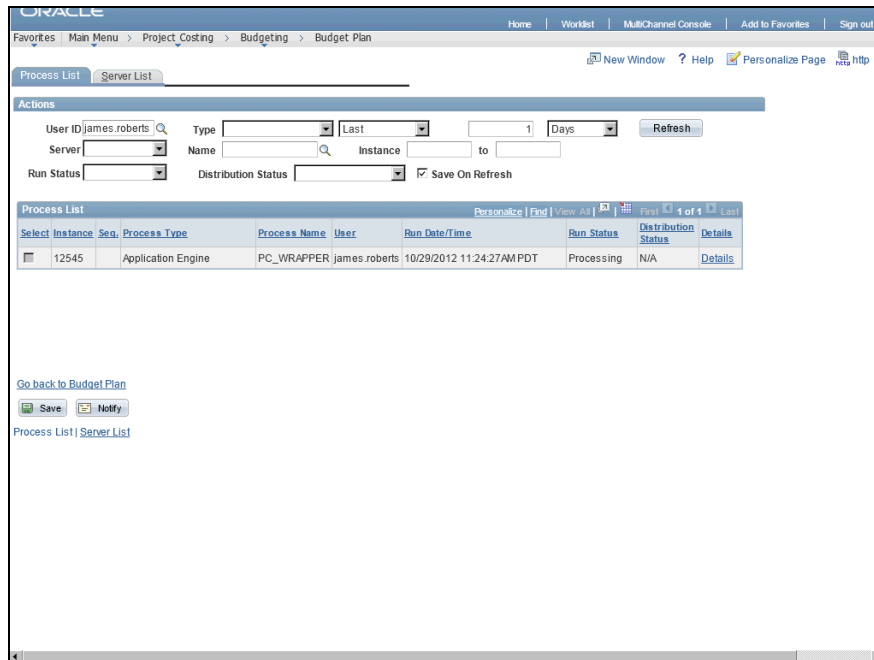
Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	Total Project Budget	Active	1,000,000.00	0.00	10/29/12 11:24AM	Finalize + -

Save as Template

Save Return to Search Notify Refresh Add Update/Display

`javascript:submitAction_win0(document.win0, 'PROCESS_MONITOR');`

Step	Action
8.	Click the Process Monitor link. Process Monitor



Step	Action
9.	Click the Refresh button. Refresh
10.	Click the Details link. Details

Training Guide

PC210 Creating and Managing Projects

ORACLE
 Favorites | Main Menu | Project_Costing > Budgeting > Budget Plan
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

Process Detail

Process

Instance	12545	Type	Application Engine
Name	PC_WRAPPER	Description	PC_INTFEDIT On-Line Wrapper
Run Status	Success	Distribution Status	Posted


Run | **Update Process**

Run Control ID	PC_INTFEDIT1200005	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input checked="" type="radio"/> Restart Request
Location	Server	
Server	PSUNX	
Recurrence		

Date/Time | **Actions**

Request Created On	10/29/2012 11:24:27AMPDT	Parameters	Transfer
Run Anytime After	10/29/2012 11:24:27AMPDT	Message Log	View Locks
Began Process At	10/29/2012 11:24:42AMPDT	Batch Timings	
Ended Process At	10/29/2012 11:25:40AMPDT	View Log/Trace	

OK Cancel
 Ok (Enter)

Step	Action
11.	Click the Message Log link. 

ORACLE
 Favorites | Main Menu | Project_Costing > Budgeting > Budget Plan
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

Message Log

Process

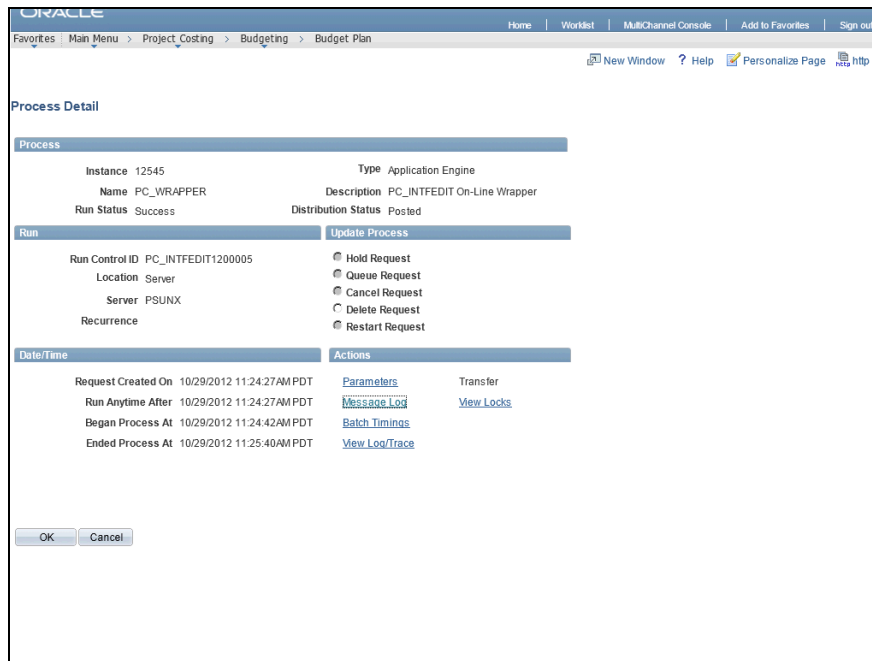
Instance:	12545	Type:	Application Engine
Name:	PC_WRAPPER	Description:	PC_INTFEDIT On-Line Wrapper

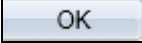
Personalize | Find | View 100 | First 4-53 of 103 | Last

Severity	Log Time	Message Text	Explain
	11:24:54AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_BD_ITM_TAO	Explain
	11:24:54AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_BUDGET_TAO	Explain
10	11:24:54AM	1 Row(s) Processed	Explain
	11:24:54AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_KK0_TAO	Explain
	11:24:54AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_KK1_TAO	Explain
	11:24:54AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_KK2_TAO	Explain
	11:24:54AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_KK4_TAO	Explain
10	11:24:55AM	1 rows started commitment control budget creation.	Explain
10	11:24:56AM	1 rows inserted into PC_KK_HDR.	Explain
10	11:24:56AM	1 rows inserted into PC_KK_LN.	Explain
10	11:24:59AM	Commitment Control Budget Processing has begun.	Explain
10	11:25:02AM	Business Unit is not a valid General Ledger Business Unit	Explain
10	11:25:02AM	Invalid combination edit template.	Explain
10	11:25:03AM	Business Unit is not a valid General Ledger Business Unit	Explain
10	11:25:03AM	Invalid combination edit template.	Explain
10	11:25:04AM	Business Unit is not a valid General Ledger Business Unit	Explain

Step	Action
12.	Click and move the scrollbar down to review your message log to verify that no errors occurred.

13.	Click the Return button. 
-----	--



Step	Action
14.	Click the OK button. 
15.	<p>You have successfully completed <i>Finalizing Budget-Process to Commitment Control</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Finalize a budget plan <p>End of Procedure.</p>

2.3 Reviewing and Validating a Budget in PC



In this topic, the budget transactions created from the Commitment Control (KK) budget process will be verified in the Project Costing transaction list.

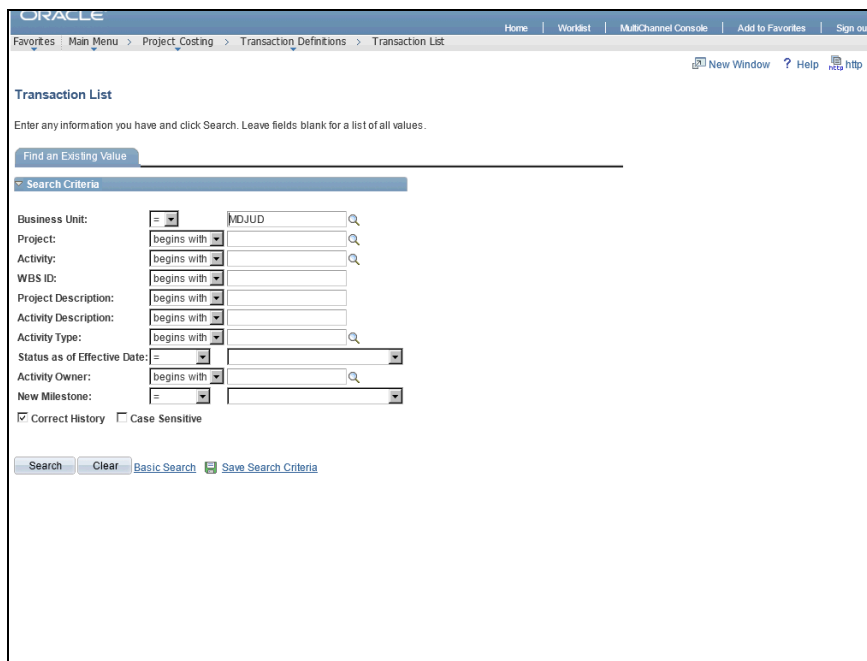
After completing this topic, you will be able to:

- View the budget transactions in the Project Costing transaction list.

Procedure

In this topic, the budget transactions created by the Finalization process will be verified in the Project Costing transaction list.

Step	Action
1.	<p>Begin by navigating to the Transaction List page.</p> <p>Click the Project Costing link.</p> 
2.	<p>Click the Transaction List link in the Transaction Definitions pagelet.</p> 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

New Window ? Help http

Transaction List

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [MDJUD] [Q]

Project: [begins with] [Q]

Activity: [begins with] [Q]

WBS ID: [begins with] [Q]

Project Description: [begins with] [Q]

Activity Description: [begins with] [Q]

Activity Type: [begins with] [Q]


Status as of Effective Date: [] [Q]

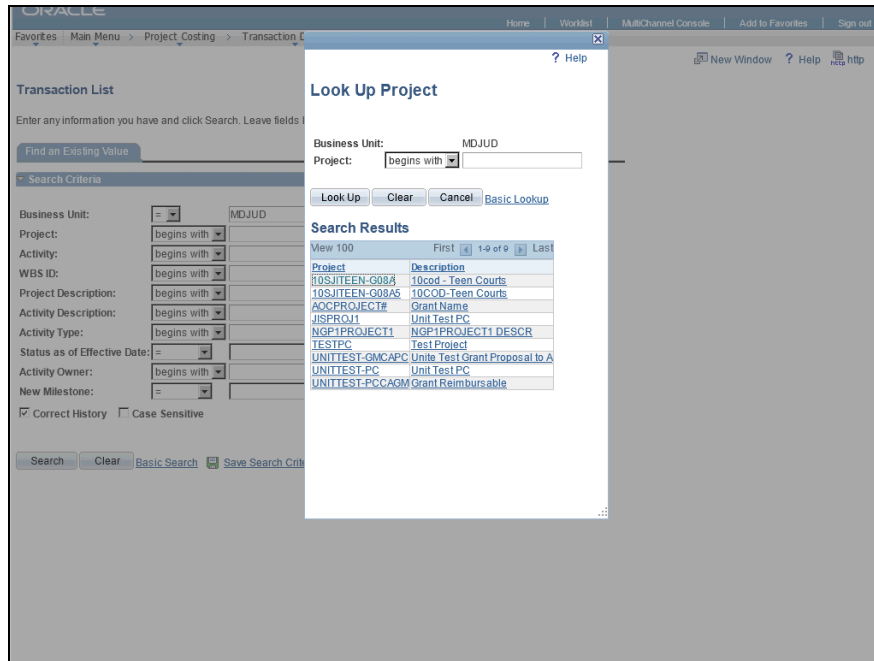
Activity Owner: [begins with] [Q]

New Milestone: [] [Q]

☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

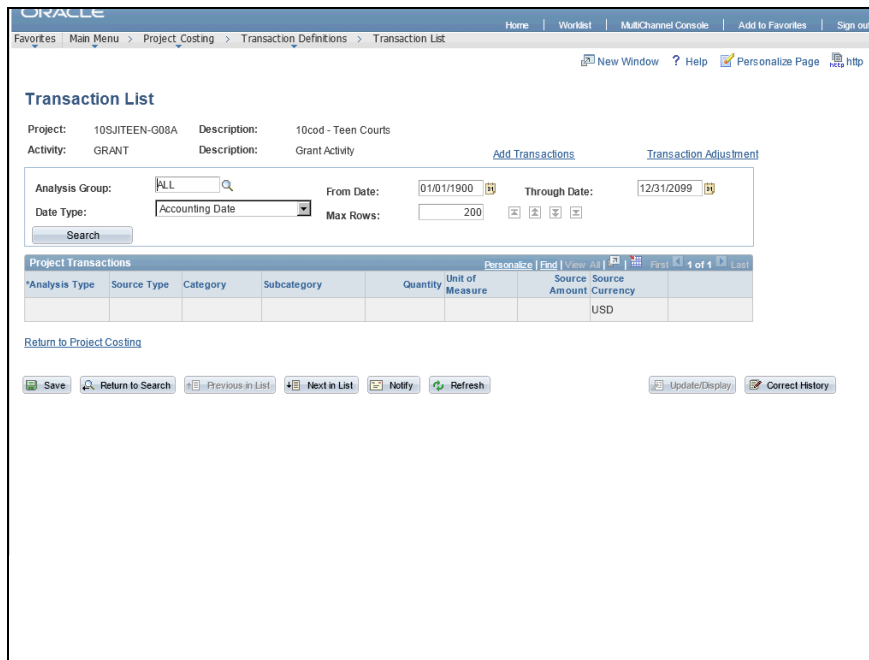
Step	Action
3.	<p>Click the Look up Project (Alt+5) button. You will be looking for a previously created project.</p> 





Step	Action
4.	<p>The Look Up Project page displays.</p> <p>Click the 10SJITEEN-G08A link.</p> <p>10SJITEEN-G08A</p>
5.	<p>Click the Search button.</p> <p>Search</p>
6.	<p>Click the 10SJITEEN-G08A link.</p> <p>10SJITEEN-G08A</p>

Training Guide

PC210 Creating and Managing Projects



Step	Action
7.	<p>The Analysis Group, From Date and Through Date should have been populated from user preferences. If they are blank, they need to be populated prior to doing the search. The analysis group that is chosen determines the number and type of analysis that will be shown in the Project Transactions grid. "All" displays all analysis types. Focus can be limited to certain analysis types by selecting an analysis group like "BUD" or "ACT-".</p> <p>Click the Search button.</p> 
8.	<p>Click the Transaction Detail button to review additional transaction details like the transaction status.</p> <p>NOTE: The button is shown on the right side of the transaction row displayed.</p> 

ORACLE
Favorites | Main Menu | Project Costing | Transaction Definitions | Transaction List

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Transaction Detail

Project: 10SJITEEN-G08A Description: 10cod - Teen Courts
Activity: GRANT Description: Grant Activity

Transactions Find Prev 1 of 1 Last

Description: Mgmt Studies & Consultants [Show All Transaction Details](#)

*Analysis Type: BUD Quantity: Unit of Measure:
Cost Type: Source Amount: 74114.00 Source Currency: USD
Detail Activity: Project Amount: 74114.00 Project Currency: USD
Rate Type: CRRNT GL Business Unit: MDJUD
Asset Mgmt Bus. Unit: MDJUD Profile ID: Asset ID:
From Business Unit GL: MDJUD Ledger Group: PROJ_GRNT Currency Effective Date: 10/30/2012
Transaction Date: 07/01/2012 Accounting Date: 10/30/2012 Rev Distribution Status:
Transaction Code: Transaction Type: PC Distribution Status:
GL Distribution Status: BI Distribution Status: Cost Distribution Status:

General Ledger ChartFields

Source Type	Category	Subcategory	Account	Batch Agency	Fund	Department	Program	Approp Number	Appropriation Year	PCA	Affiliate
			0821	C00	0005		G08A	A0006	AY2012	G0845	

Step	Action
9.	Click the Show All Transaction Details link. Show All Transaction Details

ORACLE
Favorites | Main Menu | Project Costing | Transaction Definitions | Transaction List

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Show All Transaction Details

Project/Activity

Project: 10SJITEEN-G08A Description: 10cod - Teen Courts
Activity: GRANT Description: Grant Activity
[Return to Transaction Detail](#)


Transactions Find Prev 1 of 1 Last

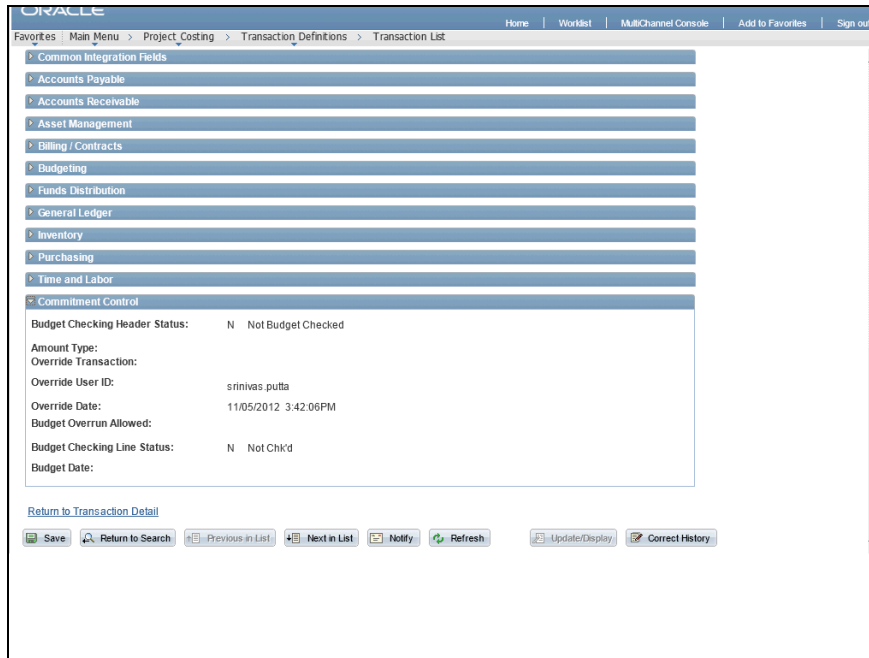
Description: Mgmt Studies & Consultants
General Ledger Business Unit: MDJUD Source Amount: 74,114.00
Rate Type: CRRNT Quantity:
Analysis Type: BUD Currency: USD
Source Type: Unit of Measure:
Category:
Subcategory:

Transaction Details

General Information

Transaction ID:	10000047	Original Transaction ID:	10000047
Transaction Date:	07/01/2012	Accounting Date:	10/30/2012
Currency Effective Date:	10/30/2012	Rate Type:	CRRNT
Rate Multiplier:	1.00000000	Rate Divisor:	1.00000000
PCBU Transaction Amount:	74,114.00	PCBU Currency Code:	USD
Project Transaction Amount:	74,114.00	Project Currency Code:	USD
Project Transaction Type:		Feeder Sum ID:	0

Step	Action
10.	Move the scrollbar down to reveal additional fields.
11.	Click the Expand section button on the Commitment Control row. 



Step	Action
12.	Review the Commitment Control Status. If the transaction had been finalized successfully, the Budget Checking Header Status would be "V" for valid.
13.	You have successfully completed the <i>Reviewing and Validating a Budget in PC</i> topic. You have learned to: - verify the Project Costing transaction list created by the Finalization process. End of Procedure.

2.4 Correcting Budget Exceptions

Inevitably, some transactions fail the budget checking process or cause the Budget Processor to issue a warning. Such transactions are marked by the Budget Processor as exceptions. Commitment Control provides processes and pages to notify appropriate users of these exceptions. Depending on the nature of the exception and the security authority granted to the user, a user can handle budget exceptions by changing transactions, adjusting budgets, overriding the budget checking process, or by simply viewing and noting them.




In this topic, a budget exception will be corrected.

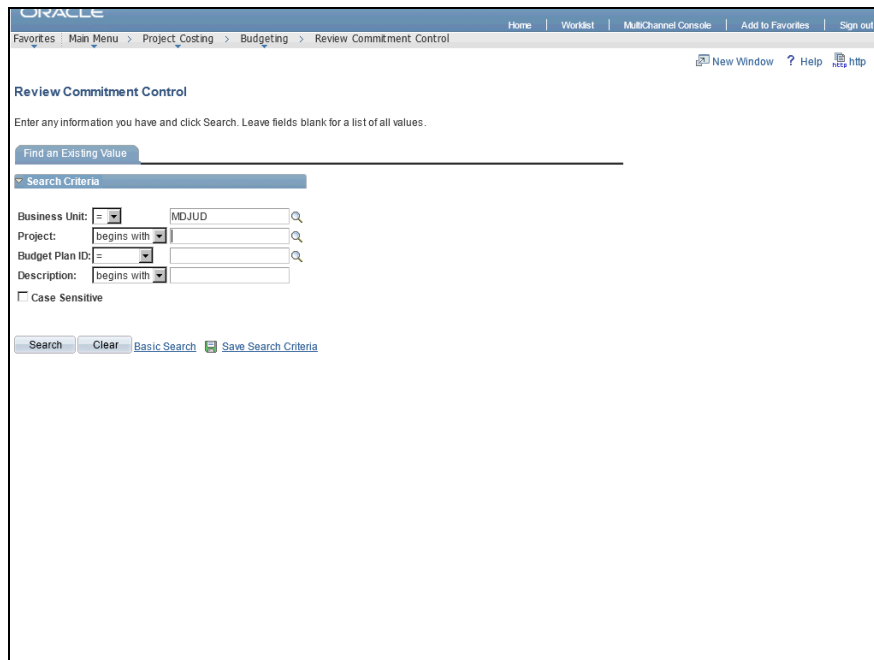
After completing this topic you will be able to:

- Correct a budget exception.

Procedure

In this topic, a budget exception will be corrected.

Step	Action
1.	Begin by navigating to the Review Commitment Control page. Click the Project Costing link. 
2.	Click the Budgeting link. 
3.	Click the Review Commitment Control link. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Budgeting > Review Commitment Control

New Window ? Help http

Review Commitment Control

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [=] MDJUD


Project: [begins with]

Budget Plan ID: [=]

Description: [begins with]

☐ Case Sensitive

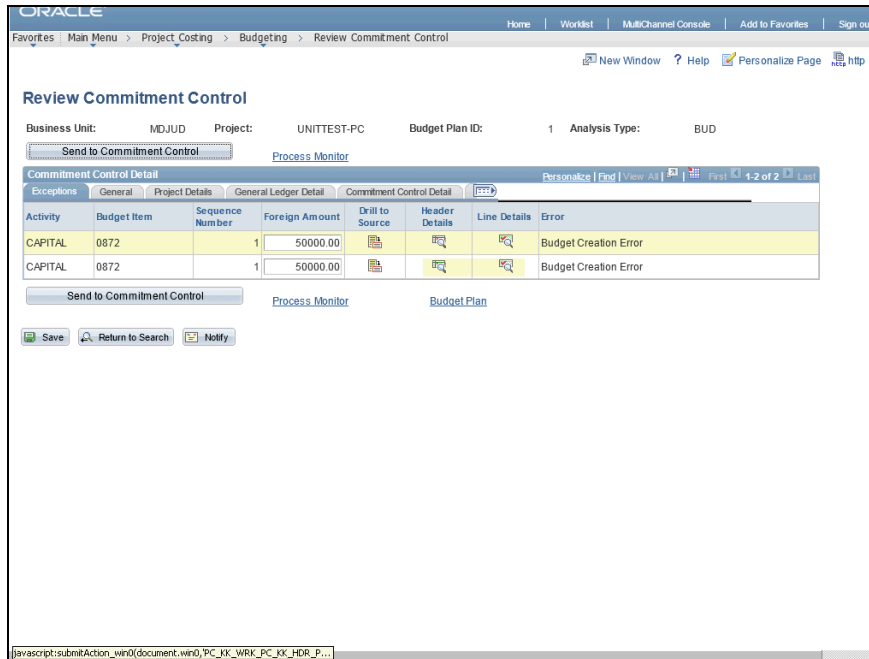
Search Clear Basic Search Save Search Criteria


Step	Action
4.	Click the Search button to display transactions that have failed the budget creation process. 

Training Guide

PC210 Creating and Managing Projects

Step	Action
5.	<p>Select a project.</p> <p>Click the UNITTEST-PC link.</p> <p>UNITTEST-PC</p>



Step	Action
6.	<p>Click the Header Details icon.</p> <p></p>



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Favorites | Main Menu | Commitment Control | Review Budget Check Exceptions | Project and Grants | Project Budget

PC Budget Exceptions | PC Line Exceptions

Journal ID: 0010000002 PC Business Unit: MDJUD
Project: UNITTEST-PC Activity: CAPITAL

*Exception Type: Error
Maximum Rows: 100

☐ Override Transaction
☐ More Budgets Exist

[Advanced Budget Criteria](#)

[Search](#)

Budgets with Exceptions

Budget Override | Budget Chartfields | [Details](#)

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	Details	MDJUD	OPER_SUM	Parent Budget does not Exist	More Detail	<input type="checkbox"/>	Go To ...
2	Details	MDJUD	OPER_SUM	Parent Budget does not Exist	More Detail	<input type="checkbox"/>	Go To ...

[Return to Review Commitment Control](#)

[Save](#) [Return to Search](#) [Notify](#)

PC Budget Exceptions | PC Line Exceptions

javascript:submitAction_wip3(document.wip3.YK_VCP_TRAN_WK_PB_MOR,...)

Step	Action
7.	Click the More Detail link. More Detail

ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Favorites | Main Menu | Commitment Control | Review Budget Check Exceptions | Project and Grants | Project Budget

[New Window](#) [Help](#) [Personalize Page](#) [http](#)

Explain

Message:
The Parent budget does not exist.

Description:

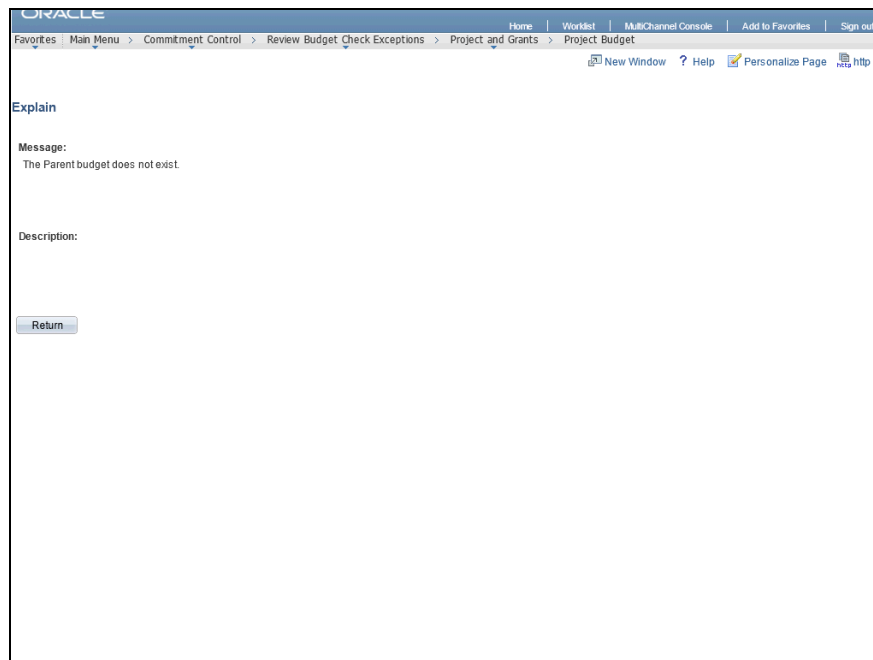
[Return](#)

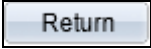
Training Guide

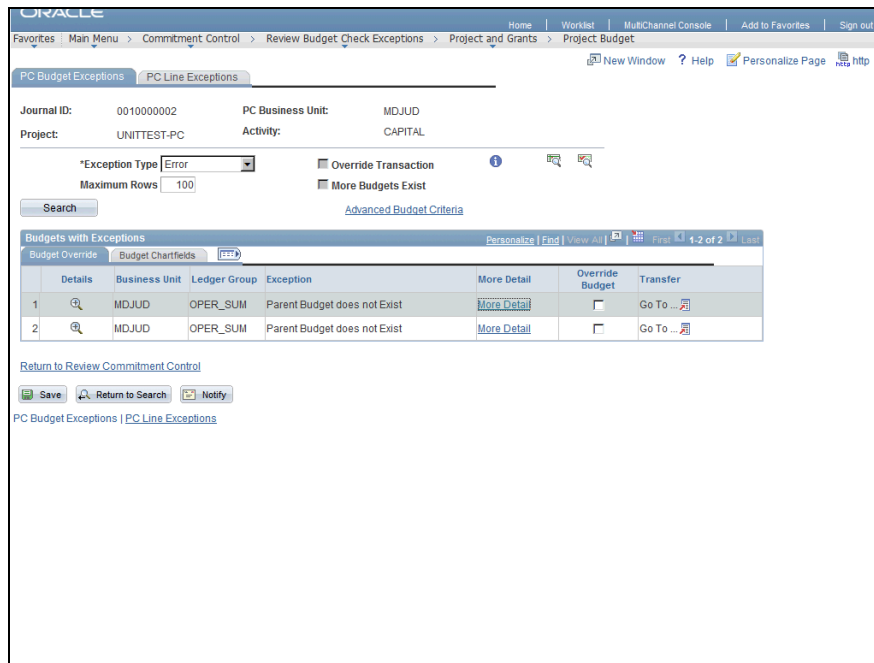
PC210 Creating and Managing Projects



Step	Action
8.	This detail page will typically provide reason(s) as to why the activity is included as a budget exception. Some of the exceptions are Blank Chartfield, No Budget Exists, and Exceeds Tolerance.

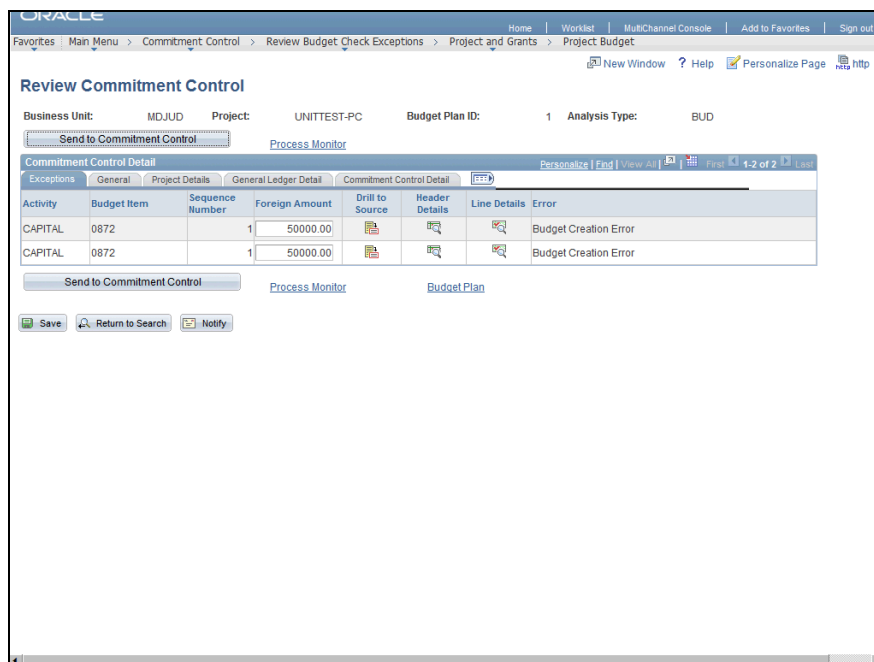


Step	Action
9.	Click the Return button. 



The screenshot shows the Oracle PC Budget Exceptions interface. At the top, there's a navigation bar with links like Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, the breadcrumb trail reads: Favorites | Main Menu | Commitment Control | Review Budget Check Exceptions | Project and Grants | Project Budget. The main section is titled 'PC Budget Exceptions' and 'PC Line Exceptions'. It displays fields for Journal ID (0010000002), PC Business Unit (MDJUD), Project (UNITTEST-PC), and Activity (CAPITAL). There's a search filter for 'Exception Type' set to 'Error' and a 'Maximum Rows' of 100. A 'Search' button is present. Below the search area, there's a table titled 'Budgets with Exceptions' with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The table shows two entries, both with the exception 'Parent Budget does not Exist'. At the bottom, there are links for 'Return to Review Commitment Control', 'Save', 'Return to Search', and 'Notify'.

Step	Action
10.	Click the Return to Review Commitment Control link. Return to Review Commitment Control



The screenshot shows the Oracle Review Commitment Control interface. The breadcrumb trail is: Favorites | Main Menu | Commitment Control | Review Budget Check Exceptions | Project and Grants | Project Budget. The main section is titled 'Review Commitment Control'. It displays fields for Business Unit (MDJUD), Project (UNITTEST-PC), Budget Plan ID (1), and Analysis Type (BUD). There's a 'Send to Commitment Control' button and a 'Process Monitor' link. Below this, there's a table titled 'Commitment Control Detail' with columns: Activity, Budget Item, Sequence Number, Foreign Amount, Drill to Source, Header Details, Line Details, and Error. The table shows two entries, both with the error 'Budget Creation Error'. At the bottom, there are links for 'Send to Commitment Control', 'Process Monitor', 'Budget Plan', 'Save', 'Return to Search', and 'Notify'.

Training Guide

PC210 Creating and Managing Projects



Step	Action
11.	Click the General Ledger Detail tab. <div>General Ledger Detail</div>

Oracle PC210 Review Commitment Control interface. The 'General Ledger Detail' tab is selected. The table shows two rows of data for 'CAPITAL' with a foreign amount of 50000.00. The interface includes navigation links like 'Send to Commitment Control', 'Process Monitor', and 'Budget Plan'.

Activity	Budget Item	Sequence Number	Foreign Amount	GL Business Unit	Statistics Code	Account	Batch Agency	Fund Code	Department	Pro
CAPITAL	0872	1	50000.00	MDJUD		0872	C00	0001		00
CAPITAL	0872	1	50000.00	MDJUD		0872	C00	0001		00

Step	Action
12.	Move the scrollbar to the right to reveal additional fields.
13.	Once the information has been reviewed and the exception has been corrected, you can now resend the exception through to Commitment Control. Click the Send to Commitment Control button. <div>Send to Commitment Control</div>
14.	Click the Process Monitor link. <div>Process Monitor</div>



Oracle Gears interface showing the Process List. The table displays the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12545		Application Engine	PC_WRAPPER	james.roberts	10/29/2012 11:24:27AM PDT	Success	Posted	Details

Step	Action
15.	Click the Refresh button until the Run Status reaches Success and the Distribution Status is Posted. <div>Refresh</div>
16.	You have successfully completed <i>Correcting Budget Exceptions</i> . You have learned how to: - Correct budget exceptions End of Procedure.

Lesson 3: Reviewing Project Budget in Commitment Control

Lesson Overview:

GEARS Commitment Control helps you avoid overspending by providing budget checking and commitment accounting functionality. It can automatically check commitments and expenditures against control budgets, spot exceptions, freeze any affected transactions, and notify you of exceptions, enabling you to limit commitments and actual expenditures to authorized budget amounts.

Because Commitment Control enables you to establish extensive and flexible budgetary controls, you can forecast the final costs of a project and take timely corrective action to avoid excessive deviations from the budget.

Inquiring on specific transactions is extremely important for audit tracking purposes. Commitment Control gives you the ability to inquire on budget transactions that were entered directly into the General Ledger via commitment control. It also gives you the ability to narrow or widen your search as appropriate. If you are looking for a specific budget, you should enter as many known variables as possible.

Lesson Objectives:

After completing this lesson you will be able to:

- Review the Project Budget in Commitment Control

3.1 Reviewing Project Budget in KK

GEARS Commitment Control helps you avoid overspending by providing budget checking and commitment accounting functionality. It can automatically check commitments and expenditures against control budgets, spot exceptions, freeze any affected transactions, and notify you of exceptions, enabling you to limit commitments and actual expenditures to authorized budget amounts.

Because Commitment Control enables you to establish extensive and flexible budgetary controls, you can forecast the final costs of a project and take timely corrective action to avoid excessive deviations from the budget.

Inquiring on specific transactions is extremely important for audit tracking purposes. Commitment Control gives you the ability to inquire on budget transactions that were entered directly into the General Ledger via commitment control. It also gives you the ability to narrow or widen your search as appropriate. If you are looking for a specific budget, you should enter as many known variables as possible.



In this topic, a project budget will be reviewed in Commitment Control Overview.

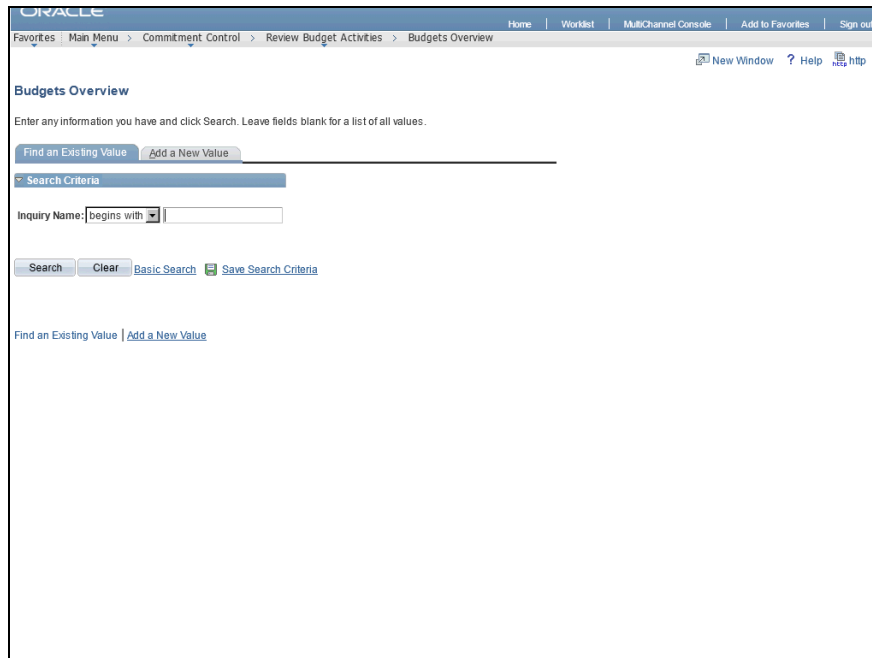
After completing this topic, you will be able to:

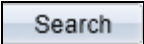
- Verify the budget in Commitment Control
- Review the project budget and the remaining project budget after pre-encumbrance, encumbrances and expenses

Procedure

In this topic, a project budget will be reviewed in Commitment Control Overview.

Step	Action
1.	Begin by navigating to the Budgets Overview page. Click the Commitment Control link. 
2.	Click the Budgets Overview link. Commitment Control security controls access. 



Step	Action
3.	Click the Search button. Add an Inquiry Name value if one has not been previously created. 

Training Guide

PC210 Creating and Managing Projects

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

New Window ? Help http

Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Inquiry Name: begins with

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Inquiry Name	Description
PROGRAM	Program
PROJECT	Project

Find an Existing Value | Add a New Value

[javascript:submitAction_wp0(document.wp0,'#1Row1')]

Step	Action
4.	Click the PROJECT link. PROJECT

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

New Window ? Help Personalize Page http

Budget Inquiry Criteria

Budget Overview

Inquiry: PROJECT Description: Project

Search Clear Reset

Amount Criteria

Budget Type

*Business Unit: MDJUD Ledger Group/Set: Ledger Group Ledger Group: PROJ_GRNT

☐ View Stat Code Budgets Project/Grant Ledger Group

☐ Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PROJ_GRNT	BY	2013	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria


ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Batch Agy	%	%	i		Update/Add
PCA	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Approp Number	%	%	i		Update/Add
Program	%	%	i		Update/Add
Approp Yr	%	%	i		Update/Add
PC Bus Unit	%	%	i		Update/Add
Project	AOCPROJECT#	%	i		Update/Add

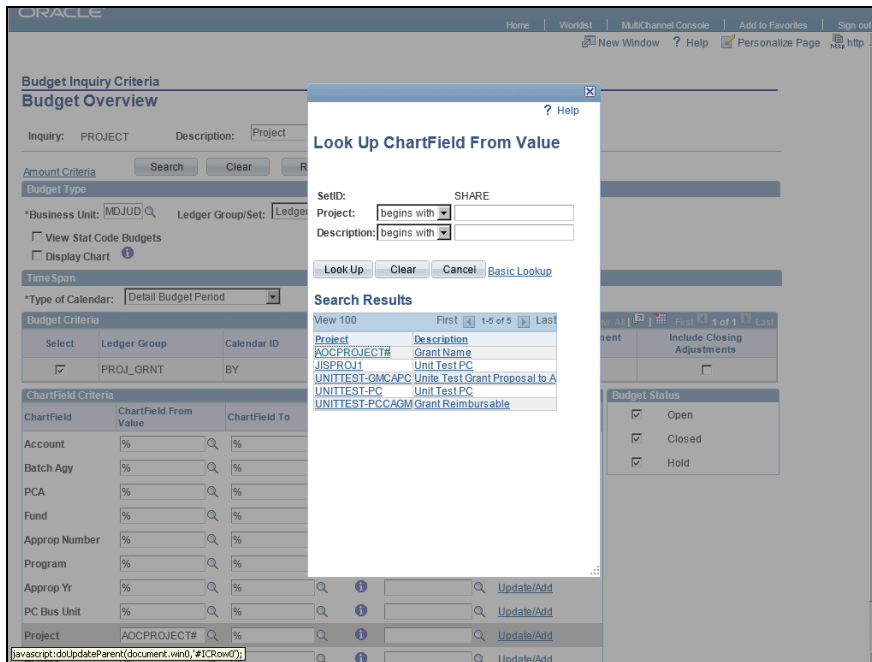
Budget Status

☒ Open

☒ Closed

☒ Hold

Step	Action
5.	Click the Look up Project ChartField (Alt+5) button to select a project to review. The Inquiry Name defaulted the Business Unit, Ledger Group and the From and To Budget Period . Any of these values can be changed prior to selecting the search. 



Budget Inquiry Criteria
Budget Overview

Inquiry: PROJECT Description: Project

Amount Criteria Search Clear

Budget Type

*Business Unit: MDJUD Ledger Group/Set: Ledger

☐ View Stat Code Budgets
☐ Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID
<input checked="" type="checkbox"/>	PROJ_GRNT	BY

ChartField Criteria

ChartField	ChartField From Value	ChartField To
Account	%	%
Batch Agy	%	%
PCA	%	%
Fund	%	%
Approp Number	%	%
Program	%	%
Approp Yr	%	%
PC Bus Unit	%	%
Project	AOCPROJECT#	%

Look Up ChartField From Value

SetID: SHARE

Project: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup



Search Results

View 100 First 1-5 of 5 Last

Project	Description
AOCPROJECT#	Grant Name
JISPROJ1	Unit Test PC
UNITTEST-QMCAPC	Unit Test Grant Proposal to A
UNITTEST-PC	Unit Test PC
UNITTEST-PCCAGM	Grant Reimbursable

Budget Status

☒ Open
☒ Closed
☒ Hold

Step	Action
6.	Click the appropriate project link. 
7.	Click the Search button to retrieve the Commitment Control Overview for the chartfield criteria selected. 

Training Guide

PC210 Creating and Managing Projects



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

New Window ? Help Personalize Page http

Inquiry Results

Business Unit: MDJUD
 Ledger Group: PROJ_GRNT Proj/Grant Budget Definition
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated: ☐

[Return to Criteria](#) Max Rows: 100 [Display Options](#) [Search](#)

Ledger Totals (1 Rows)

Net Transfers:

Budget:	110,000.00	0.00
Expense:	0.00	
Encumbrance:	0.00	
Pre-Encumbrance:	0.00	
Budget Balance:	110,000.00	
Associate Revenue:	0.00	
Available Budget:	110,000.00	

Budget Overview Results

Personalize Find View All First 1 of 1 Last

	Ledger Group	PCA	Fund	Account	Program	Approp Number	Approp Yr	PC Bus Unit	Project	Activity	Batch Agy	Budget Period	Budget
1	PROJ_GRNT	00006	0005	0872	G08A	A0006	AY2013	MDJUD	A0CPROJECT#	GRANT	C00	2013	110,000.000

[Return to Criteria](#) *Notes

Step	Action
8.	Click a ledger amount link to drill down to more detail (i.e., Budget, Expense, Encumbrance, or Pre-encumbrance) 110,000.000
9.	Click the Return to Criteria link. Return to Criteria
10.	You have successfully completed Reviewing Project Budget in KK. You have learned how to: - Review your project budget in Commitment Control. End of Procedure.

Lesson 4: Collecting Purchasing and Payables Project Costs

Lesson Overview:

GEARS Project Costing integrates with Purchasing and Payables to track and collect costs associated with procurement. In this lesson you will learn how to collect Purchasing Costs and Payables into Project Costing and how to review and validate the process.

Lesson Objectives:

After completing this lesson, you will be able to:

- Collect Purchasing Costs into Project Costing
- Validate Purchasing Costs in Project Costing
- Collect Payables into Project Costing
- View Payables voucher information in Project Costing

4.1 Collecting Purchasing Costs into Project Costing

Lesson Overview:

GEARS Project Costing integrates with Purchasing and Payables to track and collect costs associated with procurement. In this lesson, you will learn how to collect Purchasing Costs into Project Costing and how to review and validate the process.

Lesson Objectives:

After completing this lesson, you will be able to:

- Collect Purchasing Costs into Project Costing
- Validate Purchasing Costs in Project Costing

4.1.1 Running the Cost Collection Process for Purchasing

GEARS enables you to pull requisitions, purchase orders, or both into Project Costing. Run the Purchasing to Project Costing process after requisitions and/or purchase orders have been created in GEARS Purchasing.

In this topic, the requisitions and purchase orders previously created will be collected into Project Costing.

After completing this topic, you will be able to:

- Collect the requisitions and purchase orders into Project Costing


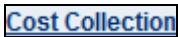

Procedure

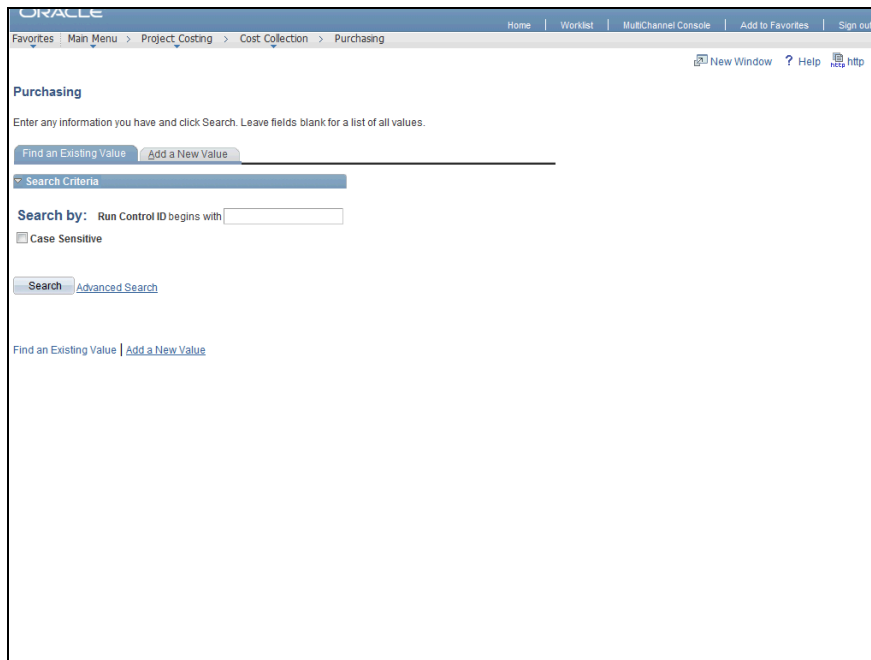
In this topic, the requisitions and purchase orders previously created will be collected into Project Costing.

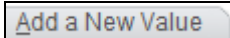
Training Guide

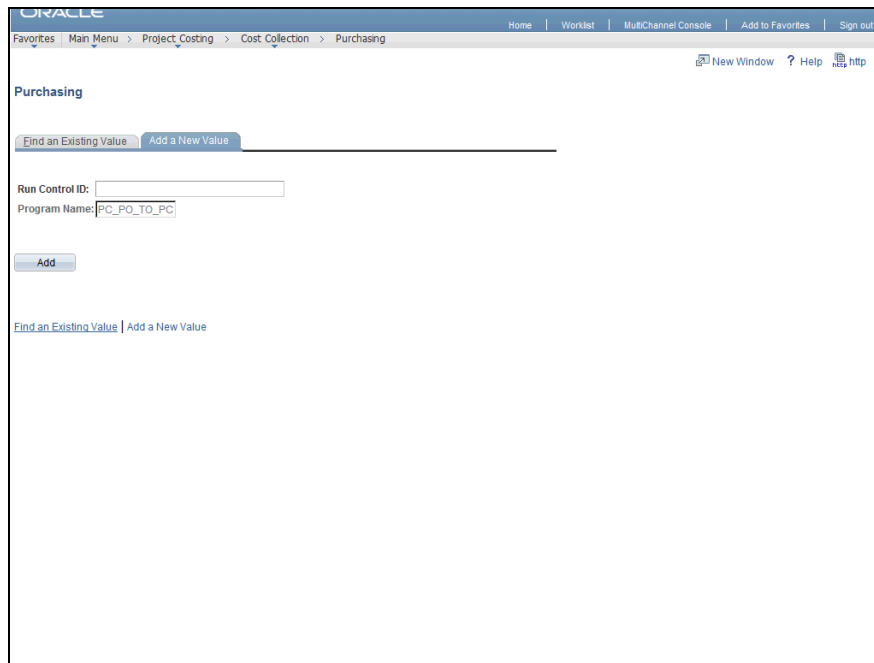
PC210 Creating and Managing Projects



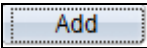
Step	Action
1.	Begin by navigating to the Purchasing page. Click the Project Costing link. 
2.	Click the Cost Collection link. 
3.	Click the Purchasing link. 

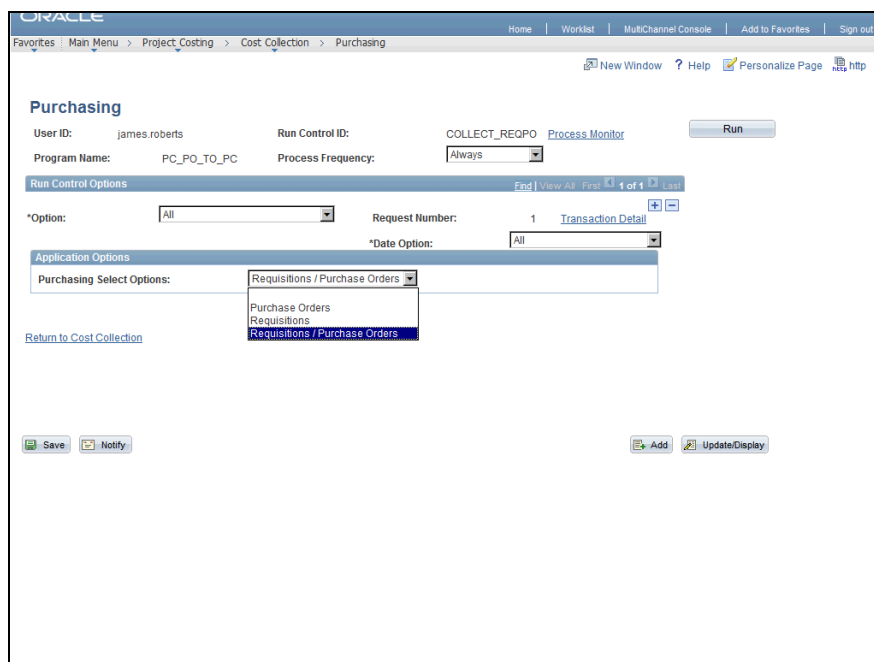


Step	Action
4.	Click the Add a New Value tab. 



The screenshot shows the Oracle Purchasing interface. At the top, there is a navigation bar with links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Project Costing > Cost Collection > Purchasing. The main heading is 'Purchasing'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted. Below these buttons, there is a form with 'Run Control ID:' and 'Program Name: PC_PO_TO_PC'. An 'Add' button is visible at the bottom left of the form area.

Step	Action
5.	Enter the desired information into the Run Control ID field. For this example, enter " COLLECT_REQPO ".
6.	Click the Add button. 




The screenshot shows the Oracle Purchasing interface after the 'Add' button has been clicked. The 'Run Control ID' field now contains 'COLLECT_REQPO' and the 'Process Frequency' is set to 'Always'. The 'Add' button is highlighted. Below the 'Add' button, there is a dropdown menu for 'Purchasing Select Options' with the following items: 'Requisitions / Purchase Orders', 'Purchase Orders', 'Requisitions', and 'Requisitions / Purchase Orders'. The 'Requisitions / Purchase Orders' option is selected. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

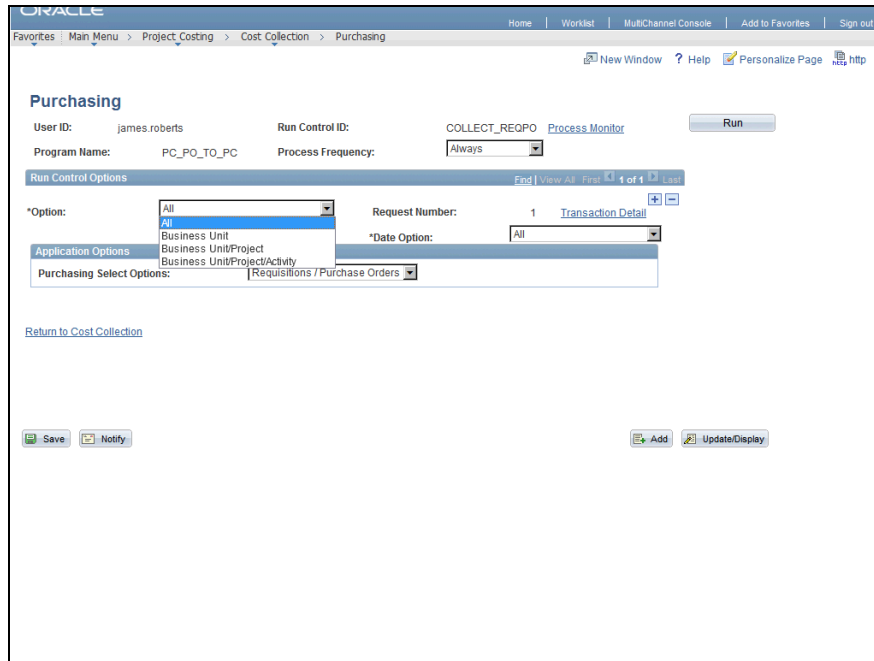
Training Guide

PC210 Creating and Managing Projects



Step	Action
7.	Use the Purchasing page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

Step	Action
8.	<p>Use the Option list to select a project business unit, project, or activity option to restrict processing to these values.</p> <p>Click the Option list.</p> 



Oracle
Favorites | Main Menu > Project Costing > Cost Collection > Purchasing

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Purchasing

User ID: james.roberts Run Control ID: COLLECT_REQPO Process Monitor Run

Program Name: PC_PO_TO_PC Process Frequency: Always

Run Control Options Find | View All First 1 of 1 Last

*Option:	Request Number:	*Date Option:
All	1	All

Application Options
 Business Unit
 Business Unit/Project
 Business Unit/Project/Activity

Purchasing Select Options: Requisitions / Purchase Orders

Return to Cost Collection

Save Notify Add Update/Display

Step	Action
9.	Click the Business Unit/Project list. <div>Business Unit/Project</div>
10.	Enter the desired information into the Business Unit field. For this example, enter " MDJUD ".
11.	Enter the desired information into the Project field. Enter " 10SJITEEN-G08A5 " to collect purchasing transactions for that project.
12.	Click the Run button. <div>Run</div>

Training Guide

PC210 Creating and Managing Projects

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Cost Collection > Purchasing

New Window ? Help Personalize Page Saved

Process Scheduler Request

User ID: james.roberts Run Control ID: COLLECT_REOPO

Server Name: [Dropdown] Run Date: 11/14/2012 [Calendar Icon]

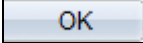
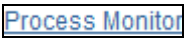
Recurrence: [Dropdown] Run Time: 10:58:12AM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Purchasing Integration	PC_PO_TO_PC	Application Engine	Web	TXT	Distribution

OK Cancel

Step	Action
13.	Click the OK button. 
14.	Click the Process Monitor link. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Cost Collection > Purchasing

New Window ? Help Personalize Page http

Process List | **Server List**

Actions

User ID: james.roberts [Search] Type: [Dropdown] Last: [Dropdown] [1] Days [Dropdown] Refresh

Server: james.roberts [Search] Name: [Search] Instance: [Search] to [Search]

Run Status: [Dropdown] Distribution Status: [Dropdown] ☒ Save On Refresh

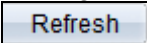
Process List

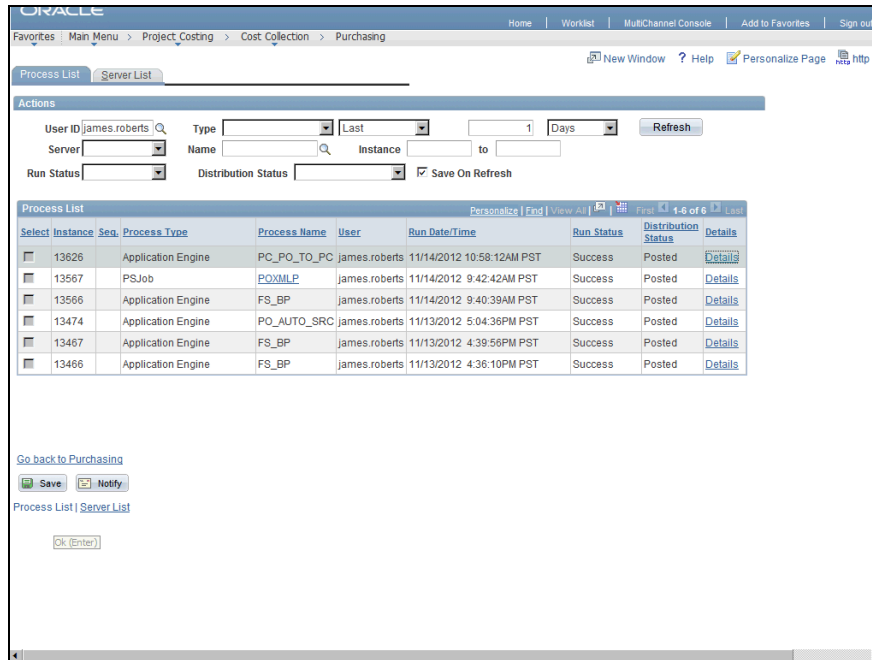
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13626		Application Engine	PC_PO_TO_PC	james.roberts	11/14/2012 10:58:12AM PST	Queued	N/A	Details
<input type="checkbox"/>	13567		PSJob	POXMLP	james.roberts	11/14/2012 9:42:42AM PST	Success	Posted	Details
<input type="checkbox"/>	13566		Application Engine	FS_BP	james.roberts	11/14/2012 9:40:39AM PST	Success	Posted	Details
<input type="checkbox"/>	13474		Application Engine	PO_AUTO_SRC	james.roberts	11/13/2012 5:04:36PM PST	Success	Posted	Details
<input type="checkbox"/>	13467		Application Engine	FS_BP	james.roberts	11/13/2012 4:39:56PM PST	Success	Posted	Details
<input type="checkbox"/>	13466		Application Engine	FS_BP	james.roberts	11/13/2012 4:36:10PM PST	Success	Posted	Details

Go back to Purchasing

Save Notify

Process List | [Server List](#)

Step	Action
15.	Click the Refresh button and once the run status shows successful, review the details and message log to verify that transactions were collected into Project Costing. 



The screenshot shows the Oracle Project Costing interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Project Costing > Cost Collection > Purchasing'. The main area has a 'Process List' tab selected. Below the tab, there's a search and filter section with fields for 'User ID' (james.roberts), 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. Below this is a table titled 'Process List' with columns: 'Select', 'Instance', 'Sea', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains 6 rows of data. At the bottom, there are links for 'Go back to Purchasing', 'Save', and 'Notify'.

Select	Instance	Sea	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13626		Application Engine	PC_PO_TO_PC	james.roberts	11/14/2012 10:58:12AM PST	Success	Posted	Details
<input type="checkbox"/>	13567		PSJob	POXMLP	james.roberts	11/14/2012 9:42:42AM PST	Success	Posted	Details
<input type="checkbox"/>	13566		Application Engine	FS_BP	james.roberts	11/14/2012 9:40:39AM PST	Success	Posted	Details
<input type="checkbox"/>	13474		Application Engine	PO_AUTO_SRC	james.roberts	11/13/2012 5:04:36PM PST	Success	Posted	Details
<input type="checkbox"/>	13467		Application Engine	FS_BP	james.roberts	11/13/2012 4:39:56PM PST	Success	Posted	Details
<input type="checkbox"/>	13466		Application Engine	FS_BP	james.roberts	11/13/2012 4:36:10PM PST	Success	Posted	Details

Step	Action
16.	Click the Go back to Purchasing link. Go back to Purchasing
17.	You have successfully completed <i>Running Purchasing Costs into Project Costing</i> . You have learned how to: - Collect purchasing costs into Project Costing. End of Procedure.

4.1.2 Reviewing Purchasing Costs for a Project




Once you have run the Cost Collection process for purchasing costs, you may need to review or validate the purchasing information (i.e., requisitions and purchase order information) in Project Costing.

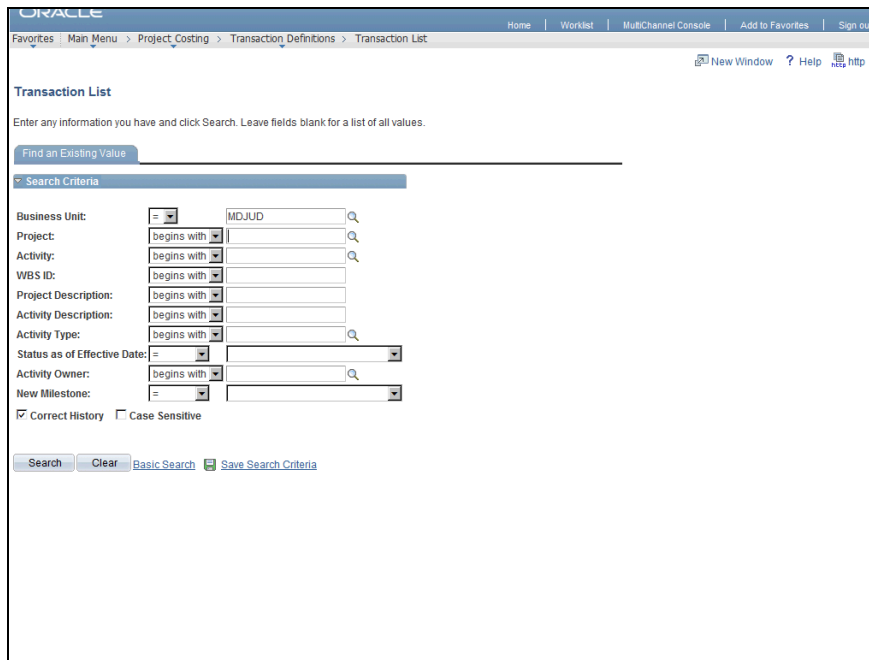
After completing this topic, you will be able to:

- Verify that purchasing costs were "collected" in Project Costing
- View the costs associated with requisitions and purchase orders created against a project in Project Costing

Procedure

In this topic, the process of collecting purchasing costs into Project Costing will be reviewed and validated.

Step	Action
1.	Begin by navigating to the Transaction List page. Click the Project Costing link. 
2.	Click the Transaction Definitions link. 
3.	Click the Transaction List link. 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction List

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [dropdown] MOJUD [search]

Project: [dropdown] [search]

Activity: [dropdown] [search]

WBS ID: [dropdown] [search]

Project Description: [dropdown] [search]

Activity Description: [dropdown] [search]

Activity Type: [dropdown] [search]


Status as of Effective Date: [dropdown] [search]

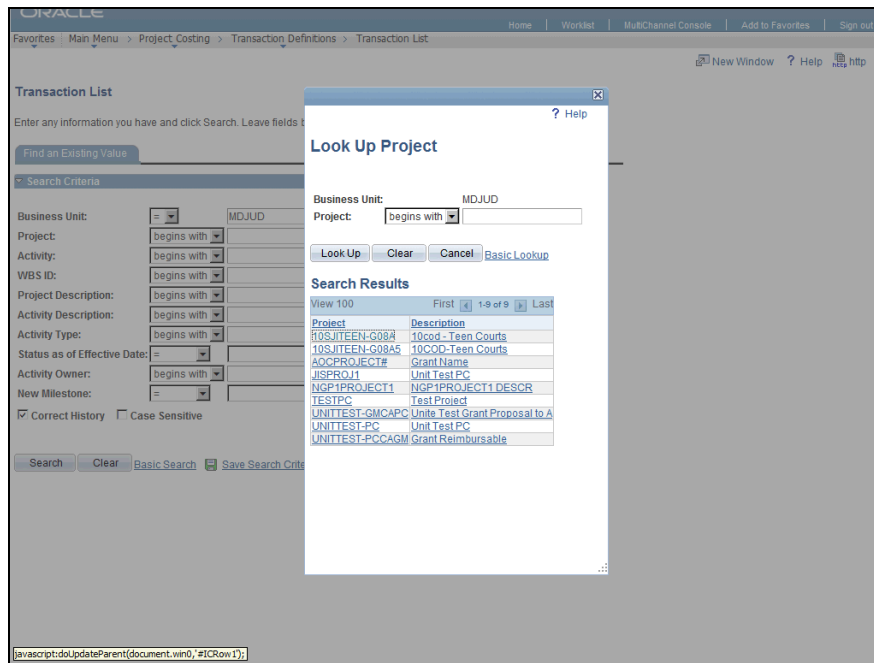
Activity Owner: [dropdown] [search]

New Milestone: [dropdown] [search]

☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
4.	Click the Look up Project (Alt+5) button. 




Look Up Project

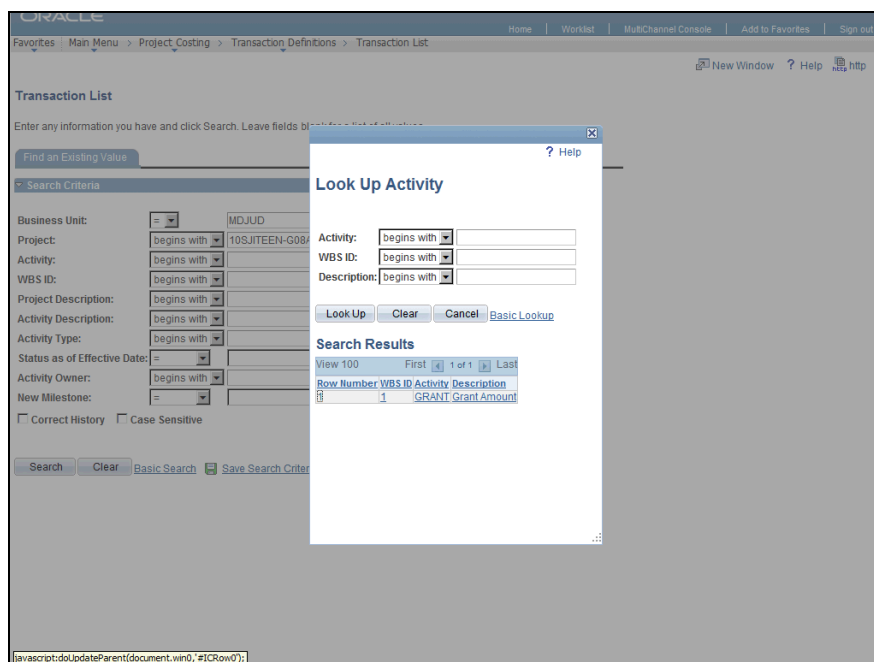
Business Unit: MDJUD
 Project: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Project	Description
10SJITEEN-G08A5	10COD-Teen Courts
10SJITEEN-G08A5	10COD-Teen Courts
AOCPROJECT#	Grant Name
JISPROJ1	Unit Test PC
NGP1PROJECT1	NGP1PROJECT1 DESCR
TESTPC	Test Project
UNITTEST-GMCAPC	Unit Test Grant Proposal to A
UNITTEST-PC	Unit Test PC
UNITTEST-PCAGM	Grant Reimbursable

Step	Action
5.	Click the 10SJITEEN-G08A5 link or project used in cost collection. <div>10SJITEEN-G08A5</div>
6.	Click the Look up Activity (Alt+5) button. <div></div>



Look Up Activity

Activity: begins with
 WBS ID: begins with
 Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Row Number	WBS ID	Activity	Description
1		GRANT	Grant Amount

Training Guide

PC210 Creating and Managing Projects



Step	Action
7.	Click the GRANT link.
8.	Click the Search button.

Step	Action
9.	Click the Search button. The Analysis Group , From Date and Through Date must be populated prior to the Search. Focus on the REQ, COM RRV, CRV analysis types.
10.	Click the View All link if there are more than 10 rows.

ORACLE
Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Transaction List


Project: 10SJITEEN-G08A5 Description: 10COD-Teen Courts
Activity: GRANT Description: Grant Amount [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group: ALL From Date: 01/01/1900 Through Date: 12/31/2099
Date Type: Accounting Date Max Rows: 200 1 to 11 of 11

Search

Project Transactions				Personalize Find View 7	First 4-11 of 11 Last				
*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
BUD						10,000.00	USD		
BIL				1.00	EA	100.00	USD		
BIL				200.00	EA	200.00	USD		
CRV				200.00	EA	200.00	USD		
COM				200.00	EA	200.00	USD		
COM				100.00	EA	100.00	USD		
REQ				200.00	EA	200.00	USD		
REQ				100.00	EA	100.00	USD		
RRV				200.00	EA	200.00	USD		
ACT				1.00	EA	100.00	USD		
ACT				200.00	EA	200.00	USD		

Save Return to Search Notify Refresh Update/Display Correct History

Step	Action
11.	Click the Transaction Detail button to review additional information related to the transaction. 

ORACLE
Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Transaction Detail

Project: 10SJITEEN-G08A5 Description: 10COD-Teen Courts
Activity: GRANT Description: Grant Amount

Transactions Find First 8 of 11 Last

Description: Grant Service [Show All Transaction Details](#)

*Analysis Type: REQ Quantity: 100.00 Unit of Measure: EA
Cost Type: Source Amount: 100.00 Source Currency: USD
Detail Activity: Project Amount: 100.00 Project Currency: USD

Rate Type: CRRNT GL Business Unit: MDJUD
Asset Mgmt Bus. Unit: Profile ID: Asset ID:
From Business Unit GL: MDJUD Ledger Group: Currency Effective Date: 11/13/2012
Transaction Date: 11/13/2012 Accounting Date: 11/13/2012 Rev Distribution Status: N
Transaction Code: Transaction Type: PC Distribution Status: I
GL Distribution Status: I BI Distribution Status: N Cost Distribution Status:

General Ledger ChartFields Personalize

Source Type	Category	Subcategory	Account	Batch Agency	Fund	Department	Program	Approp. Number	Appropriation Year	PCA	Affiliate
			0872	C00	0005		G08A	A0006	AY2013	G0845	

[Return to Project Transactions](#)

Training Guide

PC210 Creating and Managing Projects



Step	Action
12.	Click the Show All Transaction Details link. Show All Transaction Details

ORACLE
 Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

Show All Transaction Details

Project/Activity

Project: 10SJITEEN-G08A5 Description: 10COD-Teen Courts
 Activity: GRANT Description: Grant Amount
[Return to Transaction Detail](#)

Transactions Find First 1 of 11 Last

Description:	Grant Service		
General Ledger Business Unit:	MDJUD	Source Amount:	100.00
Rate Type:	CRRNT	Quantity:	100.00
Analysis Type:	REQ	Currency:	USD
Source Type:		Unit of Measure:	EA
Category:			
Subcategory:			


Transaction Details

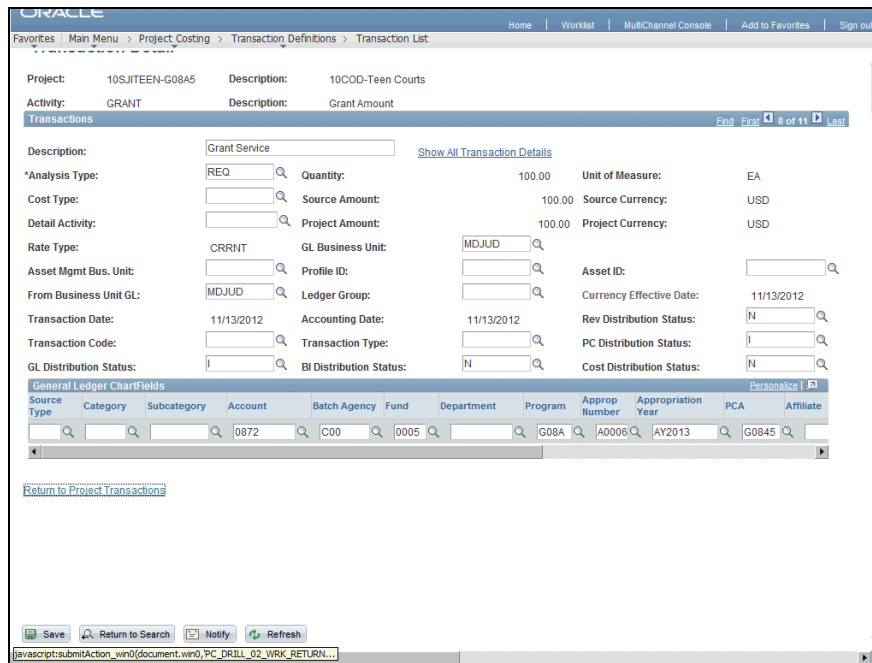
General Information

Transaction ID:	RMDJUD0000000016#1#1	Original Transaction ID:	RMDJUD0000000016#1#1
Transaction Date:	11/13/2012	Accounting Date:	11/13/2012
Currency Effective Date:	11/13/2012	Rate Type:	CRRNT
Rate Multiplier:	1.00000000	Rate Divisor:	1.00000000
PCBU Transaction Amount:	100.00	PCBU Currency Code:	USD
Project Transaction Amount:	100.00	Project Currency Code:	USD
Project Transaction Type:		Feeder Sum ID:	0
Project Transaction Code:		Price Sum ID:	0

Transaction User Fields

User 1:	<input type="text"/>	User 4:	<input type="text"/>
User 2:	<input type="text"/>	User 5:	<input type="text"/>

Step	Action
13.	Move the scrollbar down.
14.	Click the Expand section button. 



Step	Action
15.	<p>Verify the transaction details.</p> <p>Click the Return to Project Transactions link.</p> <p>Return to Project Transactions</p>
16.	<p>You have successfully completed <i>Validating Purchasing Costs in Project Costing</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Verify and validate the purchasing costs collected into project costing. <p>End of Procedure.</p>

4.2 Collecting Payables Costs into Project Costing

Lesson Overview:

GEARS Project Costing integrates with Payables to track and collect expenses associated with vouchers entered for vendor payment. In this lesson, you will learn how to collect Payables voucher transactions into Project Costing and how to review voucher transactions once they are established in Project Costing.

Lesson Objectives:

After completing this lesson, you will be able to:

- Collect Payables into Project Costing
- View Payables voucher information in Project Costing

4.2.1 Collecting Payables Costs into Project Costing





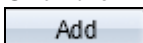

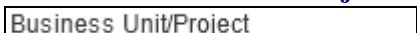
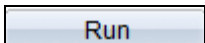
After vouchers are approved and posted in GEARS Payables, you can load the approved vouchers into Project Costing. In this topic, the voucher previously created and posted will be collected into project costing.

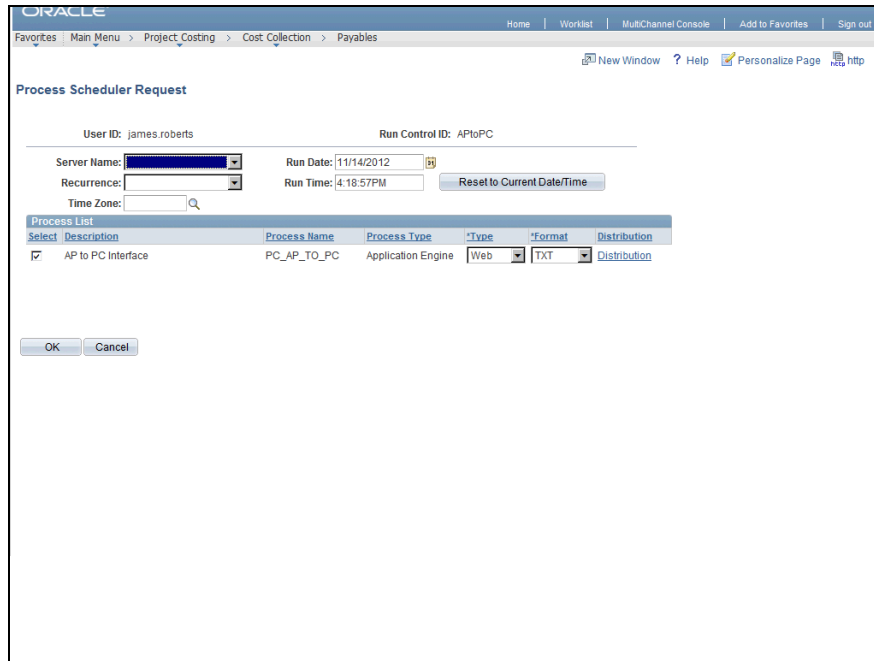
After completing this topic, you will be able to:

- Collect a voucher transaction into project costing

Procedure

In this topic, you will collect all transactions that have been posted in Payables for a specific project.

Step	Action
1.	Begin by navigating to the Payables page. Click the Project Costing link. 
2.	Click the Cost Collection link. 
3.	Click the Payables link. 
4.	Click the Add a New Value tab. 
5.	Enter the desired information into the Add field. Enter " APtoPC ".
6.	Click the Add button. 
7.	Click the Option list. 
8.	Click the Business Unit/Project list item. 
9.	Enter the desired information into the Business Unit field. Enter " MDJUD ".
10.	Enter the desired information into the Project field. Enter " 10SJITEEN-G08A5 " to collect payables transactions for that project.
11.	Click the Run button. 



Process Scheduler Request

User ID: james.roberts Run Control ID: APtoPC

Server Name: [dropdown] Run Date: 11/14/2012 [dropdown]

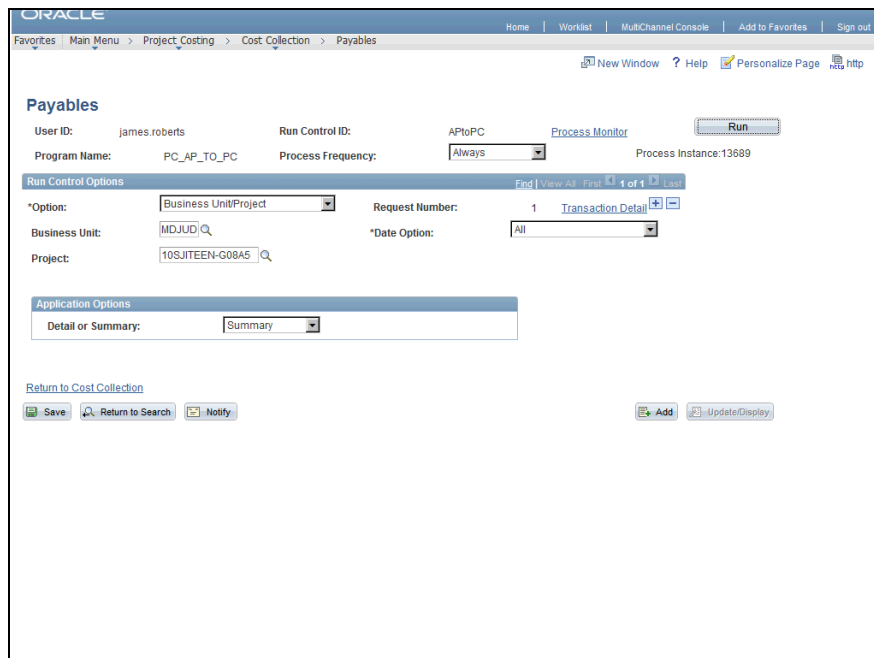
Recurrence: [dropdown] Run Time: 4:18:57PM [button: Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AP to PC Interface	PC_AP_TO_PC	Application Engine	Web	TXT	Distribution

[OK] [Cancel]

Step	Action
12.	Click the OK button.



Payables

User ID: james.roberts Run Control ID: APtoPC [button: Process Monitor] [button: Run]

Program Name: PC_AP_TO_PC Process Frequency: Always Process Instance: 13689

Run Control Options

*Option: Business UnitProject Request Number: 1 [button: Transaction Detail]

Business Unit: MDJUD *Date Option: All

Project: 10SJITEEN-G08A5

Application Options

Detail or Summary: Summary

[button: Return to Cost Collection]

[button: Save] [button: Return to Search] [button: Notify] [button: Add] [button: Update/Display]

Training Guide

PC210 Creating and Managing Projects



Step	Action
13.	Click the Process Monitor link. Process Monitor

The screenshot shows the Oracle Process Monitor web interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Project Costing > Cost Collection > Payables'. The main area has tabs for 'Process List' and 'Server List'. Under 'Process List', there are search filters for 'User ID' (james.roberts), 'Type', 'Last', 'Days', 'Run Status', 'Name', 'Instance', and 'Distribution Status'. A 'Refresh' button is located next to the 'Days' filter. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13689		Application Engine	PC_AP_TO_PC	james.roberts	11/14/2012 4:18:57PM PST	Queued	N/A	Details
<input type="checkbox"/>	13688		Application Engine	FS_STREAMLN	james.roberts	11/14/2012 3:45:50PM PST	Success	Posted	Details
<input type="checkbox"/>	13687		Application Engine	FS_STREAMLN	james.roberts	11/14/2012 3:23:49PM PST	Success	Posted	Details
<input type="checkbox"/>	13664		Application Engine	FS_STREAMLN	james.roberts	11/14/2012 2:17:42PM PST	Success	Posted	Details
<input type="checkbox"/>	13648		Application Engine	FS_STREAMLN	james.roberts	11/14/2012 1:51:19PM PST	Success	Posted	Details
<input type="checkbox"/>	13639		PSJob	RECV_00	james.roberts	11/14/2012 1:07:01PM PST	Success	Posted	Details
<input type="checkbox"/>	13638		Application Engine	PC_POADJUST	james.roberts	11/14/2012 11:10:24AM PST	Success	Posted	Details
<input type="checkbox"/>	13626		Application Engine	PC_PO_TO_PC	james.roberts	11/14/2012 10:58:12AM PST	Success	Posted	Details
<input type="checkbox"/>	13567		PSJob	POMLP	james.roberts	11/14/2012 9:42:42AM PST	Success	Posted	Details
<input type="checkbox"/>	13566		Application Engine	FS_BP	james.roberts	11/14/2012 9:40:39AM PST	Success	Posted	Details
<input type="checkbox"/>	13474		Application Engine	PO_AUTO_SRC	james.roberts	11/13/2012 5:04:36PM PST	Success	Posted	Details
<input type="checkbox"/>	13467		Application Engine	FS_BP	james.roberts	11/13/2012 4:39:56PM PST	Success	Posted	Details
<input type="checkbox"/>	13466		Application Engine	FS_BP	james.roberts	11/13/2012 4:36:10PM PST	Success	Posted	Details

Step	Action
14.	Click the Refresh button. Refresh
15.	Click the Details link once the Run Status displays "Success". Details

ORACLE
Favorites | Main Menu | Project Costing | Cost Collection | Payables

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process Detail

Process

Instance	13689	Type	Application Engine
Name	PC_AP_TO_PC	Description	AP to PC Interface
Run Status	Success	Distribution Status	Posted

Run Update Process

Run Control ID	APtoPC	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNIX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time Actions

Request Created On	11/14/2012 4:19:03PM PST	Parameters	Transfer
Run Anytime After	11/14/2012 4:18:57PM PST	Message Log	View Locks
Began Process At	11/14/2012 4:19:30PM PST	Batch Timings	
Ended Process At	11/14/2012 4:20:14PM PST	View Log/Trace	

OK Cancel

javascript:submitAction_win0(document.win0,PMN_DERIVED_MESSAGELOG...)

Step	Action
16.	Click the Message Log link to verify that transactions were collected into Project Costing. Message Log

ORACLE
Favorites | Main Menu | Project Costing | Cost Collection | Payables

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Message Log

Process

Instance:	13689	Type:	Application Engine
Name:	PC_AP_TO_PC	Description:	AP to PC Interface

Personalize | End | View All | First 14 of 14 Last

Severity	Log Time	Message Text	Explain
10	4:19:31PM	1 Row(s) Processed	Explain
10	4:19:55PM	1 Row(s) Processed	Explain
10	4:19:55PM	0 Summary Row(s) were Created	Explain
10	4:20:01PM	0 transactions outside the period of performance during limit checking.	Explain
10	4:20:05PM	Initializing process PC_BUD_SUM.	Explain
10	4:20:05PM	PC_BUD_SUM has inserted 0 rows into PS_PC_BUD_SUMMARY.	Explain
10	4:20:05PM	0 rows successfully written to Budget Summary table.	Explain
10	4:20:06PM	Initializing process PC_BUD_SUM.	Explain
10	4:20:06PM	PC_BUD_SUM has inserted 0 rows into PS_PC_BUD_SUMMARY.	Explain
10	4:20:06PM	0 rows successfully written to Budget Summary table.	Explain
10	4:20:09PM	Initializing process PC_BUD_SUM.	Explain
10	4:20:09PM	PC_BUD_SUM has inserted 0 rows into PS_PC_BUD_SUMMARY.	Explain
10	4:20:09PM	0 rows successfully written to Budget Summary table.	Explain

Step	Action
17.	Review the Message Log.
18.	<p>You have successfully completed <i>Collecting Payables into Project Costing</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Collect a voucher into Project Costing <p>End of Procedure.</p>

4.2.2 Reviewing Payables Costs for a Project

Use the **Vouchers by Activity** page to view the resource (voucher) transactions from a specific project and activity that contain a voucher ID. These transactions could carry different **Analysis Types** depending on their status. For example, a transaction with an Analysis Type of 'BIL' could have been created from a voucher that was priced into a BIL row. The rows with 'ACT' Analysis Type are the actual Project Expenditure (Payables) transactions.

In this topic, voucher transactions previously created against a project activity will be viewed in project costing

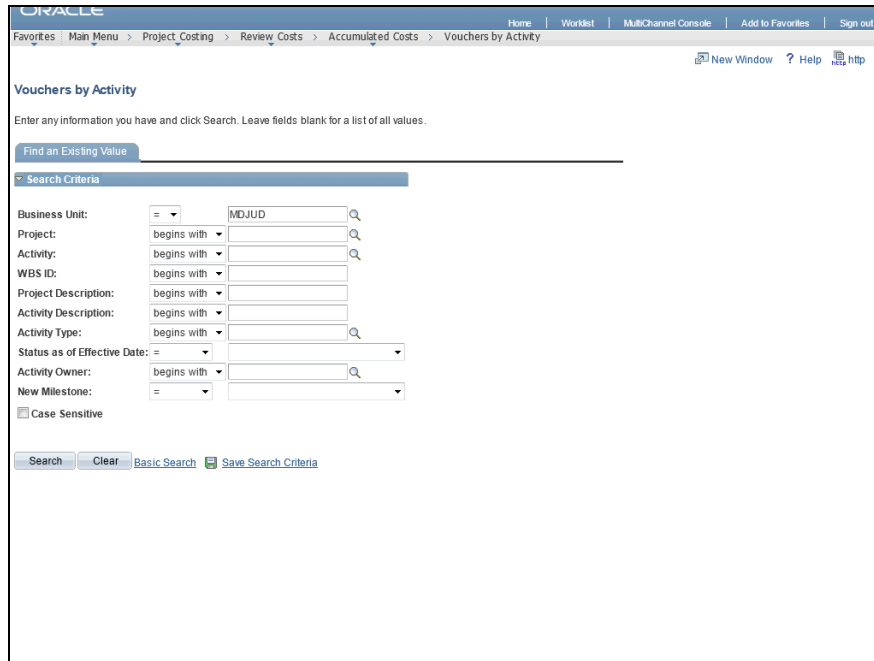
After completing this topic, you will be able to:

- Validate that vouchers charged to a project have been collected into project costing

Procedure

In this topic, voucher transactions previously created against a project activity will be viewed in Project Costing.

Step	Action
1.	<p>Begin by navigating to the Vouchers By Activity page.</p> <p>Click the Project Costing link.</p> <p>▶ Project Costing</p>
2.	<p>Click the Review Costs link.</p> <p>Review Costs</p>
3.	<p>Click the Accumulated Costs link.</p> <p>Accumulated Costs</p>
4.	<p>Click the Vouchers by Activity link.</p> <p>Vouchers by Activity</p>



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Project Costing > Review Costs > Accumulated Costs > Vouchers by Activity


Vouchers by Activity
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

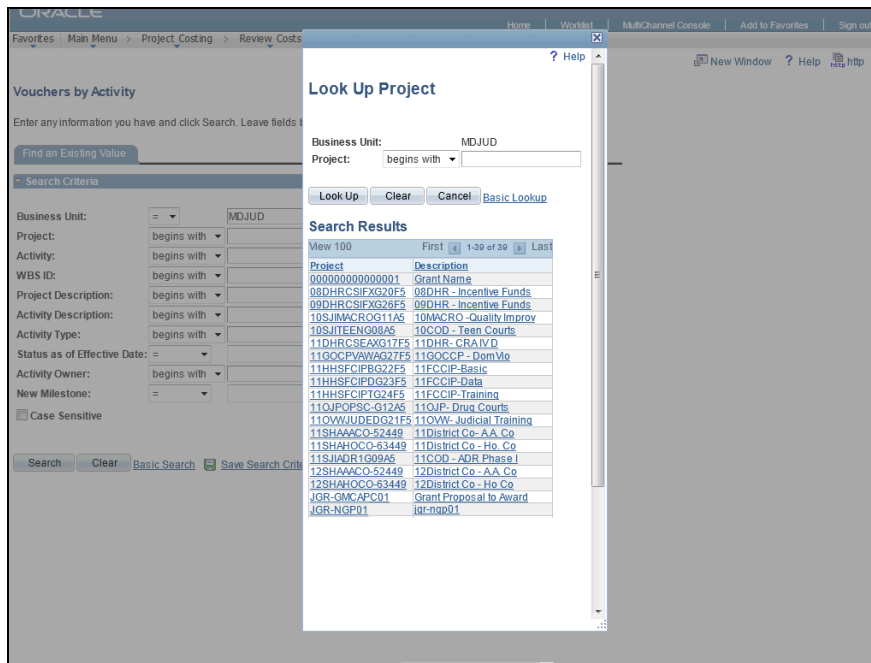
Business Unit: = MDJUD
 Project: begins with
 Activity: begins with
 WBS ID: begins with
 Project Description: begins with
 Activity Description: begins with
 Activity Type: begins with
 Status as of Effective Date: =
 Activity Owner: begins with
 New Milestone: =
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
5.	The Vouchers By Activity search page displays. Verify that the Business Unit field displays "MDJUD".
6.	Enter search criteria to narrow your search results. Click the Look up Project button. 

Training Guide

PC210 Creating and Managing Projects



Look Up Project

Business Unit: MDJUD


Project: begins with

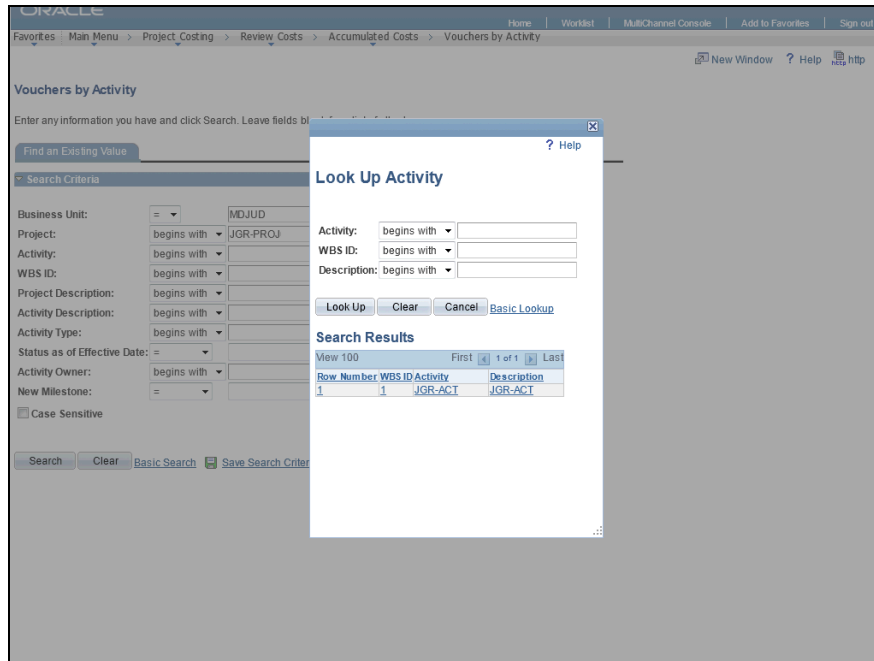
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-30 of 30 Last

Project	Description
0000000000000001	Grant Name
08DHRCSIFXG20F5	08DHR - Incentive Funds
09DHRCSIFXG20F5	09DHR - Incentive Funds
10SJIMACRC011A5	10MACRO - Quality Improv
10SJITEENG08A5	10COD - Teen Courts
11DHRCSFAG317F5	11DHR - CRA IVD
11GOC PVAWAG27F5	11GOC CP - DomVo
11HHSFCIPBG22F5	11ECOP - Basic
11HHSFCIPBG22F5	11ECOP - Data
11HHSFCIPBG22F5	11ECOP - Training
11QJPOPSC-G12A5	11QJP - Drug Courts
11OWJUDEDG21F5	11OWW - Judicial Training
11SHAAACO-52449	11District Co - AA Co
11SHAHOCO-53449	11District Co - Ho Co
11SJADR1G09A5	11COD - ADR Phase I
12SHAAACO-52449	12District Co - AA Co
12SHAHOCO-53449	12District Co - Ho Co
JGR-GMCP01	Grant Proposal to Award
JGR-NGP01	jgr-map01

Step	Action
7.	<p>The Look Up Project window displays.</p> <p>Click the JGR-NGP01, or the project used in the payables cost collection process.</p> <p>Click the project link.</p> <p>NOTE: You may need to enter criteria to narrow the search results.</p> <p>JGR-NGP01</p>
8.	<p>Click the Look up Activity (Alt+5) button.</p> <p></p>



The screenshot shows the Oracle Vouchers by Activity page. A 'Look Up Activity' dialog box is open, displaying search criteria and search results. The search criteria include Business Unit, Project, Activity, WBS ID, Project Description, Activity Description, Activity Type, Status as of Effective Date, Activity Owner, and New Milestone. The search results table shows one row with the following data:

Row Number	WBS ID	Activity	Description
1	1	JGR-ACT	JGR-ACT

Step	Action
9.	<p>The Look Up Activity window displays with the activity (ies) established for the selected project.</p> <p>Click the activity link.</p> <p><u>JGR-ACT</u></p>
10.	<p>Click the Search button.</p> <p>Search</p>
11.	<p>The Vouchers by Activity page displays all of the Vouchers associated with the selected project/activity.</p> <p>In this example, there are 6 vouchers created that reference the selected project/activity.</p>

Training Guide

PC210 Creating and Managing Projects



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Project Costing | Review Costs | Accumulated Costs | Vouchers by Activity


New Window | Help | Personalize Page | http

Vouchers by Activity

Project: 10SJITEEN-G08A5 Description: 10COD-Teen Courts
Activity: GRANT Description: Grant Amount

Analysis Type	Voucher	Vendor	Currency	Unit of Measure	Quantity	Amount
ACT	00000006	00000123	USD	EA	1.00	100.00
BIL	00000006	00000123	USD	EA	1.00	100.00
ACT	00000007	00000123	USD	EA	200.00	200.00
BIL	00000007	00000123	USD	EA	200.00	200.00
ACT	00000015	00000123	USD	EA	100.00	100.00
BIL	00000015	00000123	USD	EA	100.00	100.00

Return to Search | Notify

Step	Action
12.	Click the Voucher Accounting Entries button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Project Costing | Review Costs | Accumulated Costs | Vouchers by Activity

New Window | Help | Personalize Page | http

Voucher Accounting Entries

*Business Unit: MDJUD Voucher ID: 00000015 Invoice Number: INV-ABC00001

*Accounting Line View Option: ☐ Show Foreign Currency Search

Invoice Date: 11/14/2012 Vendor ID: 00000123 Vendor Name: ABC COMPANY

Accounting Information

Posting Process: AP Accrual GL Dist Status: Distributed

Main Information | Chartfields | Journal | **Entry**

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Grant Service	100.00 USD		ACTUALS	MDJUD
IntraUnit Payable	-100.00 USD		ACTUALS	MDJUD
IntraUnit Receivable	100.00 USD		ACTUALS	MDJUD
Accounts Payable	-100.00 USD		ACTUALS	MDJUD

Step	Action
13.	Verify that the data is correct.
14.	<p>You have successfully completed <i>Reviewing Payables Costs for a Project</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Navigate through the Vouchers by Activity page. <p>End of Procedure.</p>

Lesson 5: Running Project Costing Reports and Inquiries

Lesson Overview:

GEARS Project Costing provides several different ways to analyze project data.

Once you establish a project and enter data directly through interfaces with other GEARS applications, you can use the pages in Project Costing to view a list of all projects, display real-time project information that is pulled from the project summary tables, and display all resource transactions for a selected project.

This lesson discusses the inquiry and report options that you can use to view, monitor and analyze project activity.

Lesson Objectives:

After completing this lesson, you will be able to:

- Use the **Flexible Analysis** inquiry pages
- Use **Manager Transaction** inquiry pages
- Generate **Transaction Level** report

5.1 Using the Flexible Analysis Inquiry Pages





The **Flexible Analysis** page provides a view of activity costs based on the analysis groups that are specified in a flexible analysis template. Use the **Flexible Analysis** page to view one data item at a time, such as costs by project.

After completing this topic, you will be able to:

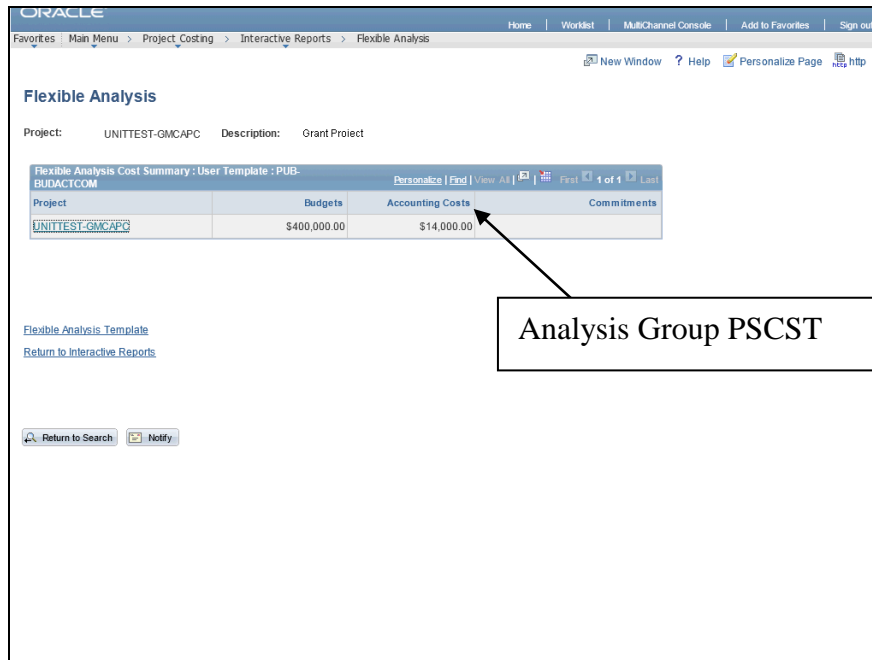
- Use the **Flexible Analysis** page to view and analyze project data

Procedure

In this topic, you will view Project Costing information using the **Flexible Analysis** pages.

Step	Action
1.	Begin by navigating to the Flexible Analysis page. Click the Project Costing link. 
2.	Click the Interactive Reports link. 
3.	Click the Flexible Analysis link. 
4.	Click the Look up Project (Alt+5) button. 

Step	Action
5.	Select the project previously created. For this example, click UNITTEST-GMCAPC link. UNITTEST-GMCAPC
6.	Click the Search button. The Flexible Analysis Template needs to exist prior to the Search. The Analysis groups are BUD, PSCST, and COM. Search



Oracle Flexible Analysis Cost Summary: User Template : PUB-BUDACTCOM

Project	Budgets	Accounting Costs	Commitments
UNITTEST-GMCAPC	\$400,000.00	\$14,000.00	

Analysis Group PSCST

Step	Action
7.	The Flexible Analysis page displays. The Flexible Analysis cost summary for the project entered displays, including total budget established for the project, accounting costs and project commitments.
8.	Use the project link on the Project column to view details recorded for the project.
9.	You have successfully completed the <i>Using the Flexible Analysis Inquiry Page</i> topic. You have learned how to: - Use the Flexible Analysis inquiry page to view project cost information. End of Procedure.

5.2 Using the Manager Transaction Review Inquiry Pages

Project managers can also use the **Manager Transaction Review** inquiry page to search for and review details related to projects they manage. On the **Manager Transaction Review** page, project managers can enter search criteria to filter project transactions to review. Once the project is identified, you can review cost, revenue and billing transaction data for your contract lines.




NOTE: You can review billing and cost-sharing information for grant projects. Non-grant projects should not have these types of transactions.

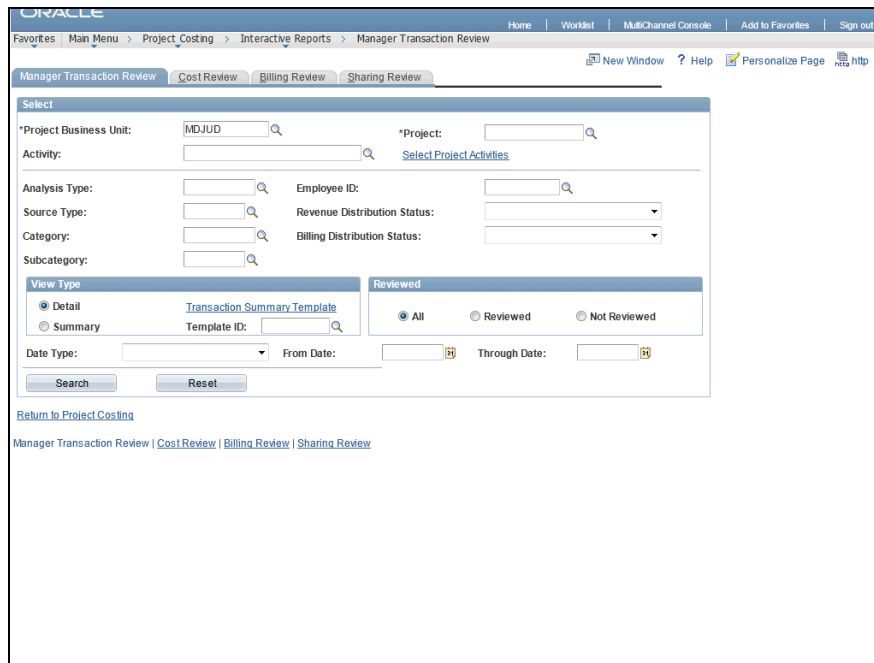
After completing this topic, you will be able to:


- Use the **Manager Transaction Review** inquiry page to view and analyze project data.

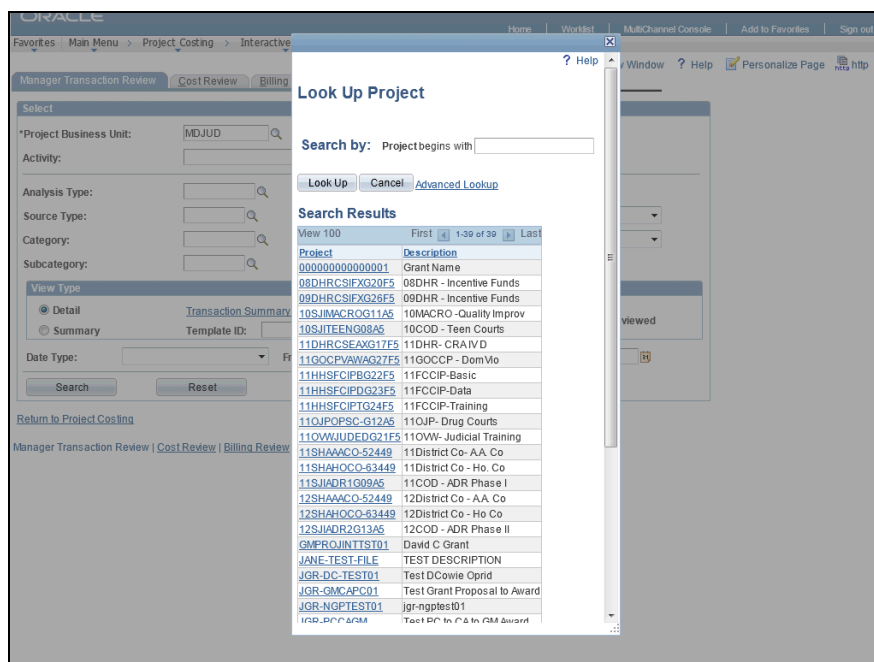
Procedure

In this topic, you will use the **Manager Transaction Review** inquiry pages to view transactions created using project funding.

Step	Action
1.	Begin by navigating to the Manager Transaction Review inquiry page. Click the Project Costing link. 
2.	Click the Interactive Reports link. 
3.	Click the Manager Transaction Review link. 



Step	Action
4.	<p>Select a project ID that you want to review.</p> <p>Click the Look up Project button.</p> 



Training Guide

PC210 Creating and Managing Projects



Step	Action
5.	Click the project you want to review.
6.	Click the Search button.

Project: 10SJIMACROG11A5 Description: 10IMACRO-Quality Improv Currency: USD

Reviewed	Activity	Analysis Type	Amount	Adjust	Source Type	Category	Subcategory	Target
<input checked="" type="checkbox"/>	GRANT	GLE	\$280.84	<input type="checkbox"/>				Target
<input checked="" type="checkbox"/>	GRANT	GLE	\$916.49	<input type="checkbox"/>				Target
<input checked="" type="checkbox"/>	GRANT	GLE	\$2,250.00	<input type="checkbox"/>				Target

Total Cost Amount: \$3,447.33 USD

☒ Select All Reviewed ☐ Clear All Reviewed

Step	Action
7.	The Cost Review tab displays with cost information about the project selected. The Cost Review tab displays revenue, billing, and cost transaction data for your contract lines.
8.	On the General tab in the Detail Review section, the amount for each transaction is listed.
9.	Click the Transaction Detail tab.
10.	The Transaction Detail tab displays the Billing Status of each transaction.
11.	Click the Contract Information tab.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Project: 10SJMACROG11A5 Description: 10MACRO-Quality Improv Currency: USD

Detail Review

General | Transaction Detail | Contract Information | **Billing**

Reviewed	Activity	Analysis Type	Amount	Adjust	Contract	Contract Line Number	Customer ID	Customer Name	System Source
<input checked="" type="checkbox"/>	GRANT	GLE	\$280.84	<input type="checkbox"/>	2009-DD-BX-K010		1 GM-0000001	State Justice Institute	GL Batch
<input checked="" type="checkbox"/>	GRANT	GLE	\$916.49	<input type="checkbox"/>	2009-DD-BX-K010		1 GM-0000001	State Justice Institute	GL Batch
<input checked="" type="checkbox"/>	GRANT	GLE	\$2,250.00	<input type="checkbox"/>	2009-DD-BX-K010		1 GM-0000001	State Justice Institute	GL Batch

☒ Select All Reviewed ☐ Clear All Reviewed

Total Cost Amount: \$3,447.33 USD

Adjust Save

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Step	Action
12.	<p>The Contract Information tab displays.</p> <p>Review the contract line, customer, and system source associated with each transaction.</p>
13.	<p>Click the Billing Review tab to view Billing transactions for grant projects, if applicable.</p> <p>NOTE: This tab is not applicable for non-grant non-billable projects. Non-grant projects should not have any "BIL" analysis type transactions. Only grant projects will have "BIL" analysis type transactions.</p>

Training Guide

PC210 Creating and Managing Projects



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Project: 10SJMACROG11A5 Description: 10MACRO -Quality Improv Currency: USD

Detail Review

General | Transaction Detail | Contract Information | [Find]

Reviewed	Activity	Analysis Type	Amount	Source Type	Category	Subcategory	Source
<input checked="" type="checkbox"/>	GRANT	BLD	\$2,250.00				Source
<input checked="" type="checkbox"/>	GRANT	BLD	\$280.84				Source
<input checked="" type="checkbox"/>	GRANT	BLD	\$916.49				Source

Total Billing Amount: \$3,447.33 USD

Streamlined Billing | Process Monitor

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Step	Action
14.	<p>The Billing Review tab displays.</p> <p>Review the transaction details and contract information on the corresponding tabs in the Detail Review section.</p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Project: 10SJMACROG11A5 Description: 10MACRO -Quality Improv Currency: USD

Detail Review

General | Transaction Detail | Contract Information | [Find]

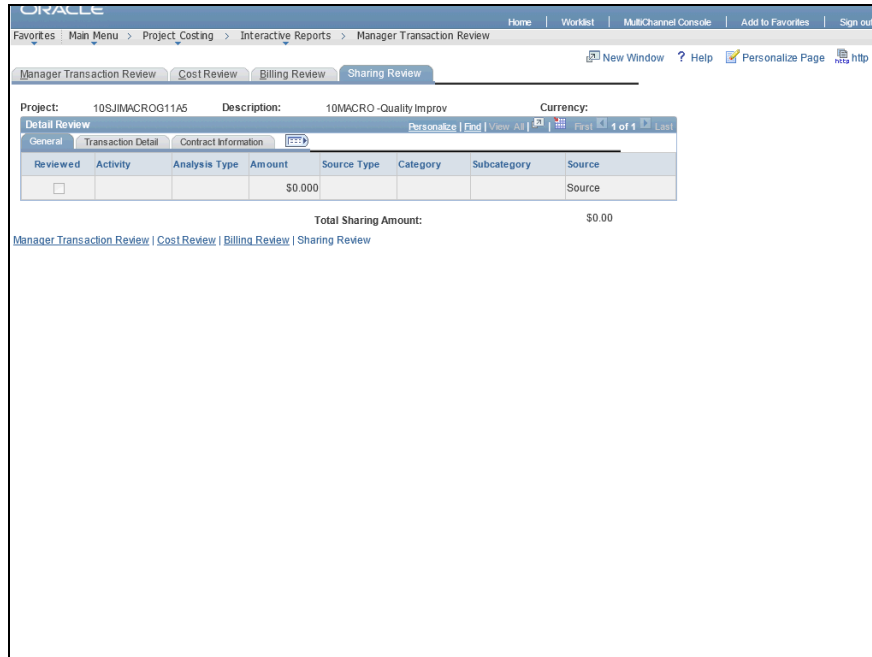
Reviewed	Activity	Analysis Type	Amount	Source Type	Category	Subcategory	Source
<input checked="" type="checkbox"/>	GRANT	BLD	\$2,250.00				Source
<input checked="" type="checkbox"/>	GRANT	BLD	\$280.84				Source
<input checked="" type="checkbox"/>	GRANT	BLD	\$916.49				Source

Total Billing Amount: \$3,447.33 USD

Streamlined Billing | Process Monitor

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Step	Action
15.	<p>Click the Sharing Review tab to view cost sharing transaction information for the grant project, if applicable.</p> <p>NOTE: This is not applicable for non-grant non-billable projects. Non-grant projects will not have any "BIL" or "SHR" (Cost Sharing) analysis type transactions.</p> <p>Sharing Review</p>



Oracle Manager Transaction Review - Sharing Review

Project: 10SJMACROG11A5 Description: 10MACRO-Quality Improv Currency:

Detail Review: General, Transaction Detail, Contract Information

Reviewed	Activity	Analysis Type	Amount	Source Type	Category	Subcategory	Source
<input type="checkbox"/>			\$0.000				Source

Total Sharing Amount: \$0.00

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Step	Action
16.	<p>The Sharing Review tab displays.</p> <p>This tab displays detailed or summarized grant project-sharing transactions. Review transaction and contract line information on the corresponding tabs in the Detail Review section.</p>
17.	<p>Click the Manager Transaction Review tab to select another project to review.</p> <p>Manager Transaction Review</p>
18.	<p>You have successfully completed the <i>Using the Manager Transaction Review Inquiry Pages</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Review project transactions on the Manager Transaction Review inquiry pages <p>End of Procedure.</p>

5.3 Running the Transaction Level Report

The **Transaction Level** report provides a list of the activity type and activity ID for transactions for all projects or specified projects for the business unit (MDJUD), and optionally for a specific date range or budget, cost, and revenue analysis group.

To generate the **Transaction Level** report, there are 3 steps:



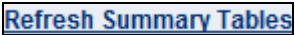
1. Run the **Refresh Summary Tables** process to clear the **Project Transaction Reporting** table.
2. Run the **Report Options (Report Summarization)** process used to populate the **Project Transaction Reporting** table, which is then used to generate the **Transaction Level** report. This process automatically summarizes the following fields for all rows in the **Project Transaction** table: business unit (MDJUD), project ID, activity ID, analysis type, and currency code.
3. Run the **Transaction Level Report** process to generate the report.

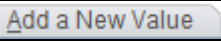
After completing this topic, you will be able to:

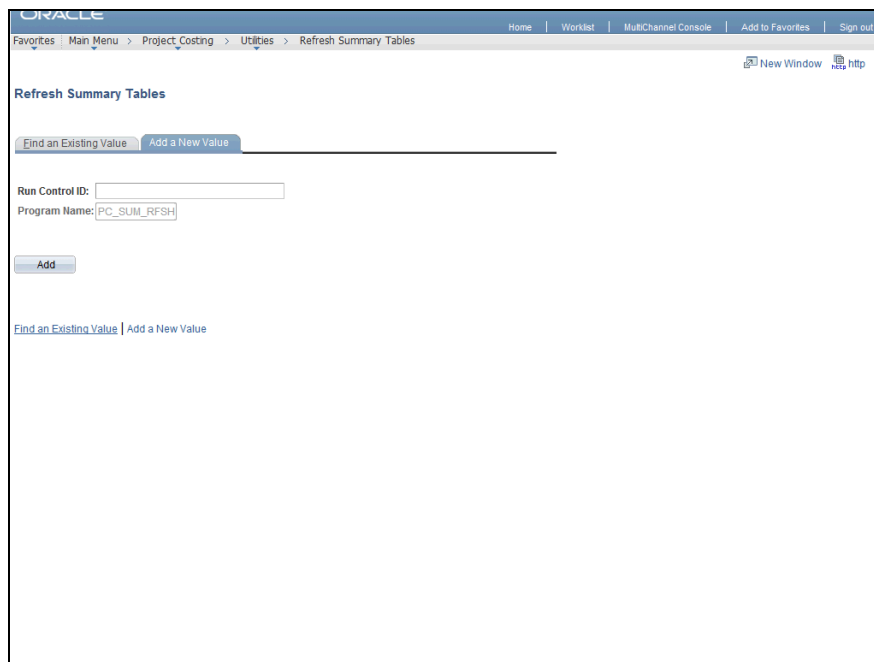
- Refresh the summary report tables by running the **Refresh Summary Tables** process
- Run the **Reporting Options (Report Summarization)** process to populate the report table for the **Transaction Level** report
- Generate the **Transaction Level** report

Procedure

In this topic, you will run the **Refresh Summary Tables** and the **Reporting Options** process to populate the summary report tables used to generate the **Transaction Level** report. You will then generate the **Transaction Level** report.

Step	Action
1.	Begin by navigating to the Refresh Summary Tables page. Click the Project Costing link. 
2.	Click the Utilities link. 
3.	Click the Refresh Summary Tables link. 

Step	Action
4.	<p>The Refresh Summary Tables run control search page displays.</p> <p>NOTE: Once you have created a run control for the Refresh Summary Tables process, you can search for it on the Find and Existing Value tab and use it to run the process at any time.</p> <p>Click the Add a New Value tab.</p> 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Utilities > Refresh Summary Tables

New Window http

Refresh Summary Tables

Find an Existing Value | **Add a New Value**

Run Control ID:

Program Name: PC_SUM_RFSH

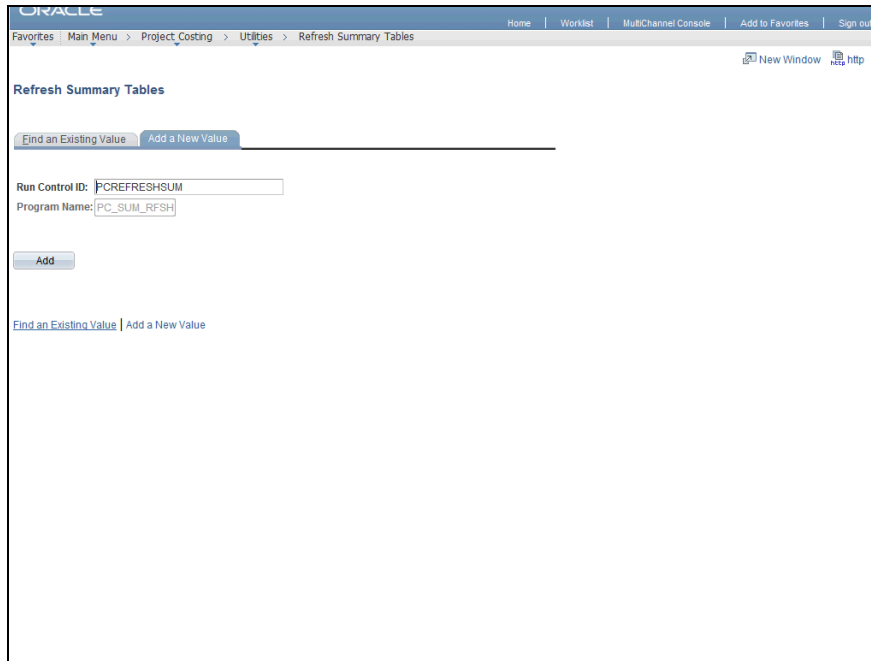
Add

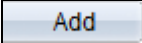
Find an Existing Value | Add a New Value

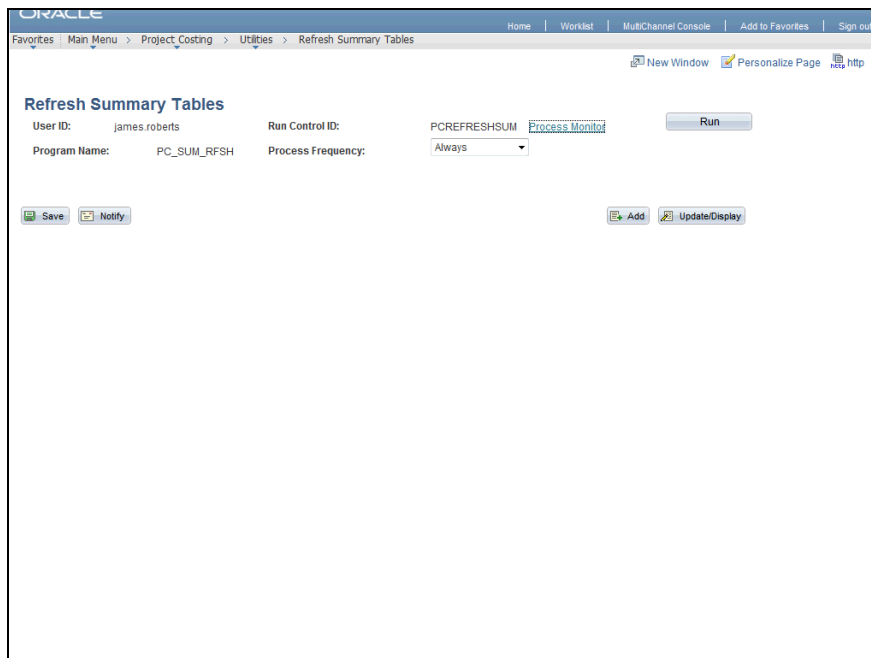
Step	Action
5.	<p>The Add a New Value tab displays.</p> <p>Enter a run control into the Run Control ID field.</p>

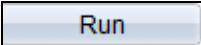
Training Guide

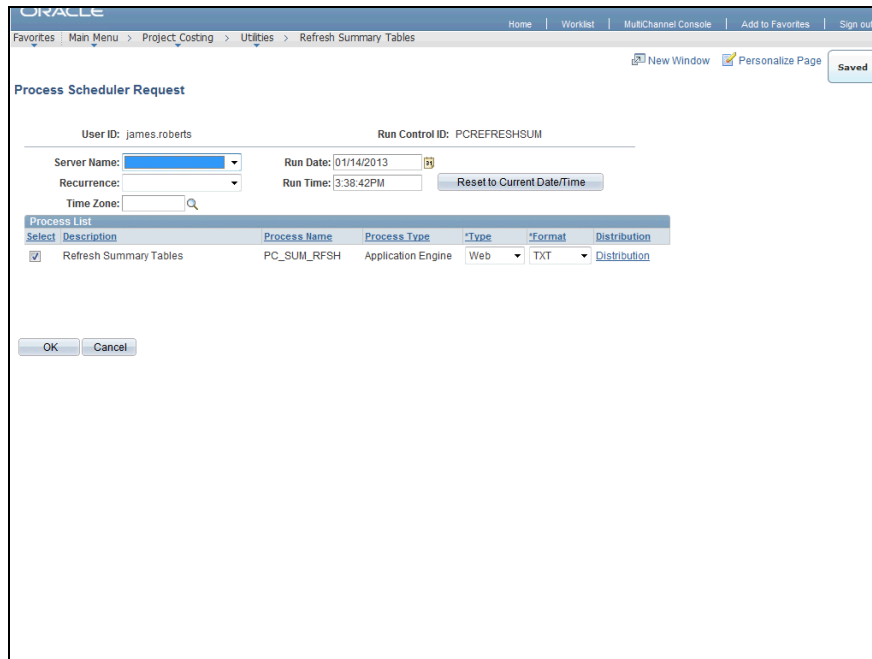
PC210 Creating and Managing Projects



Step	Action
6.	Click the Add button. 



Step	Action
7.	<p>The Refresh Summary Tables run control page displays.</p> <p>There are no process request parameters for this run control.</p> <p>Click the Run button.</p> 



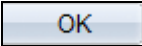
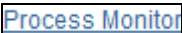
The screenshot shows the Oracle Process Scheduler Request page. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Project_Costing > Utilities > Refresh Summary Tables'. On the right, there are buttons for 'New Window', 'Personalize Page', and 'Saved'.

The main section is titled 'Process Scheduler Request'. It shows 'User ID: james.roberts' and 'Run Control ID: PCREFRESHSUM'. Below this, there are fields for 'Server Name' (a dropdown menu), 'Run Date' (01/14/2013), 'Recurrence' (a dropdown menu), and 'Run Time' (3:38:42PM). There is a 'Reset to Current Date/Time' button. A 'Time Zone' field with a search icon is also present.

A 'Process List' table is displayed with the following columns: 'Select', 'Description', 'Process Name', 'Process Type', 'Type', 'Format', and 'Distribution'. The table contains one row:

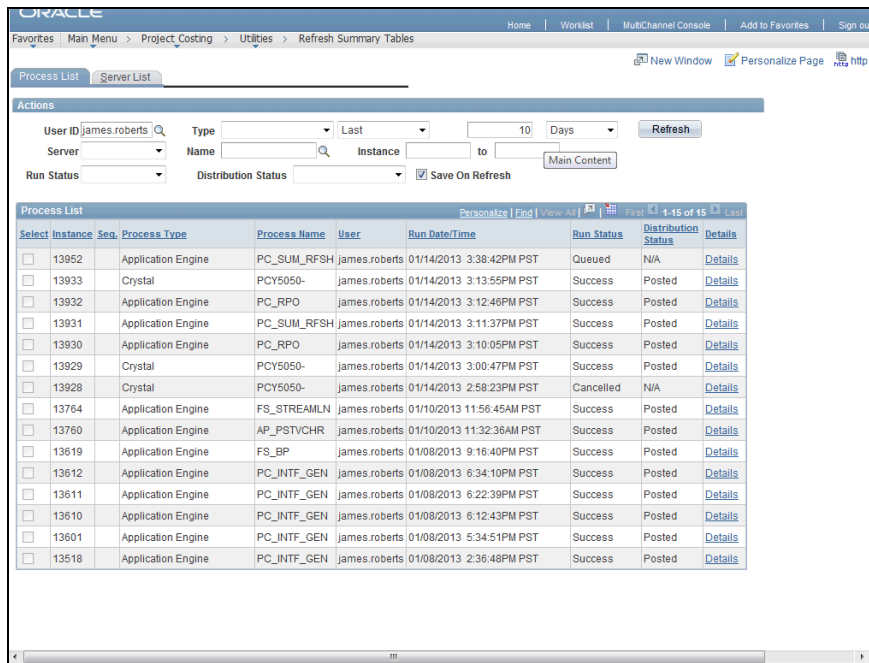
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Refresh Summary Tables	PC_SUM_RFSH	Application Engine	Web	TXT	Distribution

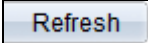




At the bottom of the form, there are 'OK' and 'Cancel' buttons.

Step	Action
8.	<p>The Process Request Scheduler page displays.</p> <p>Verify that the Refresh Summary Tables process is selected in the Process List section.</p>
9.	<p>Click the OK button.</p> 
10.	<p>Take note of the Process Instance number displayed in the top right corner of the run control page.</p>
11.	<p>Click the Process Monitor link.</p> 

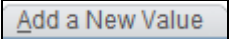
Training Guide

PC210 Creating and Managing Projects



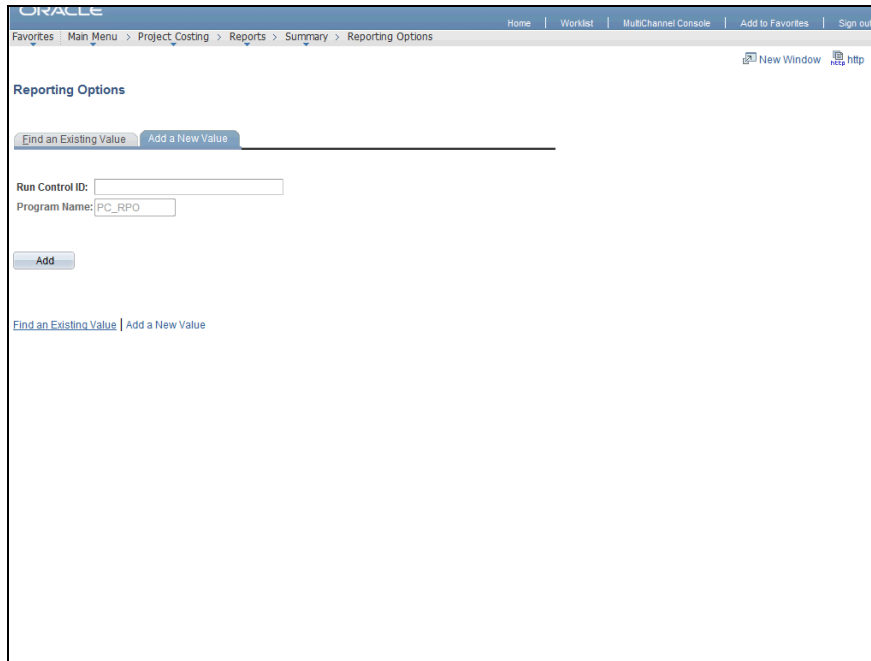
Step	Action
12.	<p>The Process Monitor - Process List page displays.</p> <p>The process you ran is listed by process instance number in the Process List section.</p>
13.	<p>Click the Refresh button periodically until the Run Status displays "Success" and the Distribution Status displays "Posted".</p> <p></p>
14.	<p>Click the Go back to Refresh Summary Tables link.</p> <p>Go back to Refresh Summary Tables</p>
15.	<p>Navigate to the Reporting Options run control page.</p> <p>Click the Project Costing drop-down menu button.</p> <p></p>
16.	<p>Click the Reports menu.</p> <p></p>
17.	<p>Click the Summary menu.</p> <p></p>
18.	<p>Click the Reporting Options menu.</p> <p></p>

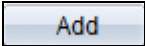


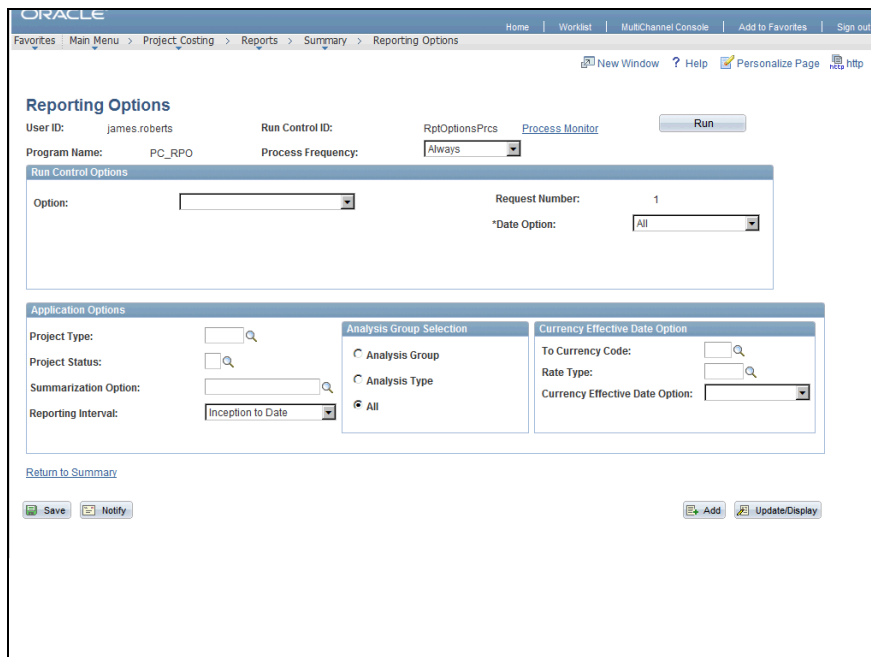
Step	Action
19.	<p>The Reporting Options run control search page displays.</p> <p>NOTE: Once you have created a run control for the Report Options process, you can search for it on the Find an Existing Value tab and use it to run the process.</p> <p>For this example, you will create a new run control.</p> <p>Click the Add a New Value tab to create a new run control.</p> 



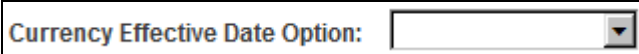

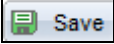
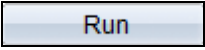
Training Guide

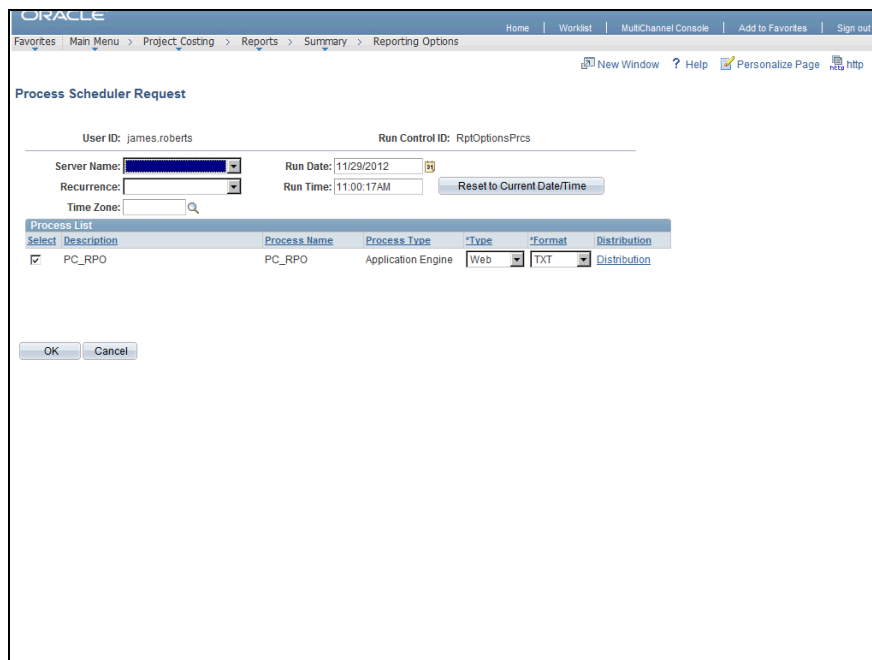
PC210 Creating and Managing Projects



Step	Action
20.	<p>The Add a New Value page displays.</p> <p>Enter a valid run control into the Run Control ID field.</p>
21.	<p>Click the Add button.</p> 



Step	Action
22.	The Reporting Options run control page displays. In the Run Control Options sections, click the Option list. 
23.	Click the All list item. 
24.	In the Currency Effective Date Option section, enter " USD " into the To Currency Code field.
25.	Enter " CRRNT " into the Rate Type field.
26.	Click the Currency Effective Date Option list. 
27.	Select the appropriate Currency Effective Date option. 
28.	Click the Save button. 
29.	Click the Run button. 



ORACLE
 Favorites Main Menu > Project Costing > Reports > Summary > Reporting Options

Process Scheduler Request

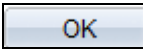

User ID: james.roberts Run Control ID: RplOptionsPrs

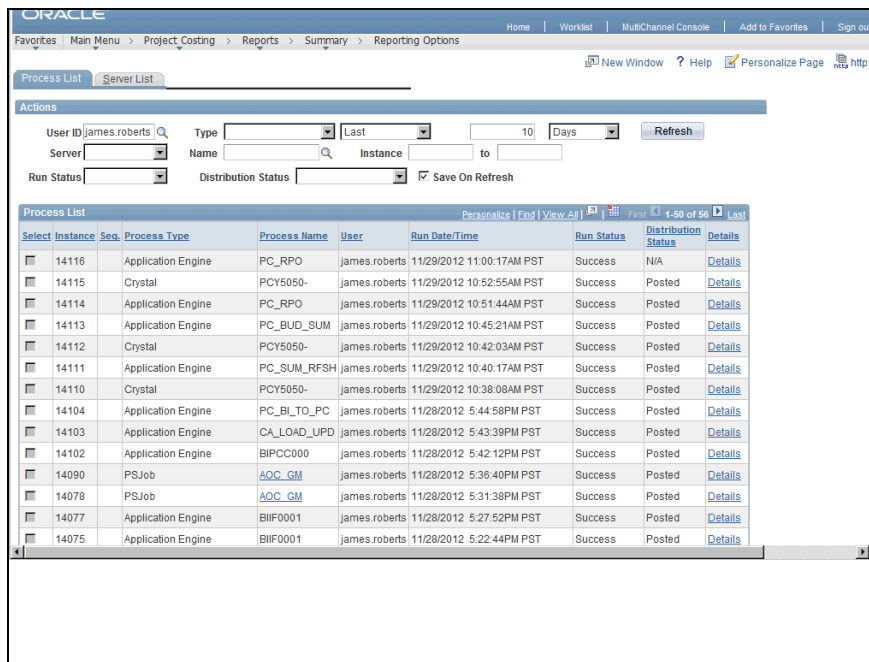
Server Name: Run Date: 11/29/2012
 Recurrence: Run Time: 11:00:17AM
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PC_RPO	PC_RPO	Application Engine	Web	TEXT	Distribution

Training Guide

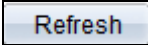
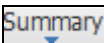
PC210 Creating and Managing Projects


Step	Action
30.	The Process Scheduler Request page displays. Verify that the PC_PRO process is selected in the Process List section.
31.	Click the OK button. 
32.	Take note of the Process Instance number displayed in the top right corner of the run control page.
33.	Click the Process Monitor link. 

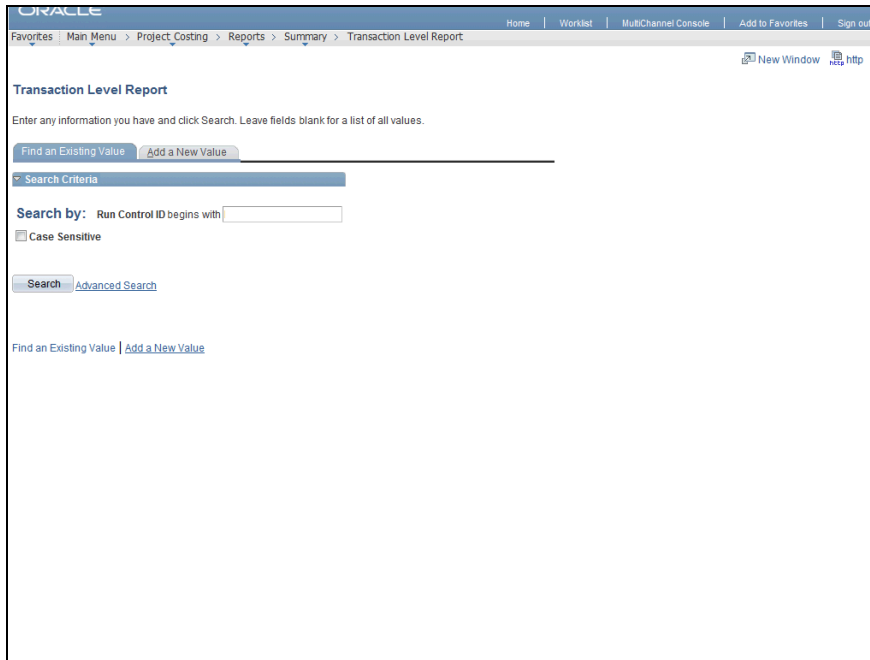


The screenshot shows the Oracle Process Scheduler interface. The 'Process List' tab is selected. The table below lists the processes and their status.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14116		Application Engine	PC_RPO	james.roberts	11/29/2012 11:00:17AM PST	Success	N/A	Details
<input type="checkbox"/>	14115		Crystal	PCY5050-	james.roberts	11/29/2012 10:52:55AM PST	Success	Posted	Details
<input type="checkbox"/>	14114		Application Engine	PC_RPO	james.roberts	11/29/2012 10:51:44AM PST	Success	Posted	Details
<input type="checkbox"/>	14113		Application Engine	PC_BUD_SUM	james.roberts	11/29/2012 10:45:21AM PST	Success	Posted	Details
<input type="checkbox"/>	14112		Crystal	PCY5050-	james.roberts	11/29/2012 10:42:03AM PST	Success	Posted	Details
<input type="checkbox"/>	14111		Application Engine	PC_SUM_RFSH	james.roberts	11/29/2012 10:40:17AM PST	Success	Posted	Details
<input type="checkbox"/>	14110		Crystal	PCY5050-	james.roberts	11/29/2012 10:38:08AM PST	Success	Posted	Details
<input type="checkbox"/>	14104		Application Engine	PC_BI_TO_PC	james.roberts	11/28/2012 5:44:58PM PST	Success	Posted	Details
<input type="checkbox"/>	14103		Application Engine	CA_LOAD_UPD	james.roberts	11/28/2012 5:43:39PM PST	Success	Posted	Details
<input type="checkbox"/>	14102		Application Engine	BIIPC000	james.roberts	11/28/2012 5:42:12PM PST	Success	Posted	Details
<input type="checkbox"/>	14090		PSJob	AOC_GM	james.roberts	11/28/2012 5:36:40PM PST	Success	Posted	Details
<input type="checkbox"/>	14078		PSJob	AOC_GM	james.roberts	11/28/2012 5:31:38PM PST	Success	Posted	Details
<input type="checkbox"/>	14077		Application Engine	BIIF0001	james.roberts	11/28/2012 5:27:52PM PST	Success	Posted	Details
<input type="checkbox"/>	14075		Application Engine	BIIF0001	james.roberts	11/28/2012 5:22:44PM PST	Success	Posted	Details

Step	Action
34.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number in the Process List section.
35.	Click the Refresh button, periodically until the Run Status displays "Success" and the Distribution Status displays "Posted". 
36.	Navigate to the Transaction Level report run control page. Click the Summary drop-down menu button. 

Step	Action
37.	Click the Transaction Level Report menu.  Transaction Level Report



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Reports > Summary > Transaction Level Report

New Window help http

Transaction Level Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

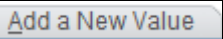
Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

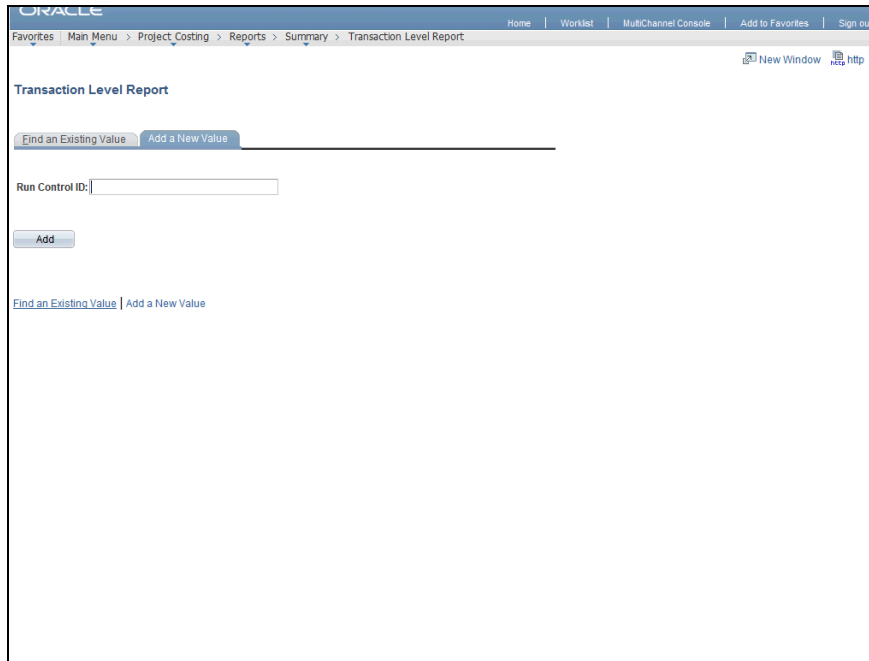
Search | Advanced Search

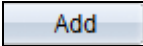
Find an Existing Value | Add a New Value

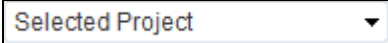
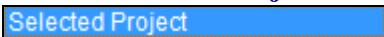
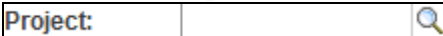
Step	Action
38.	<p>The Transaction Level Report run control search page displays.</p> <p>NOTE: Use the Find an Existing Value tab to search for existing run control created to run the Transaction Level Report process.</p> <p>For this example, you will create a new run control.</p> <p>Click the Add a New Value tab to create a new run control.</p> 

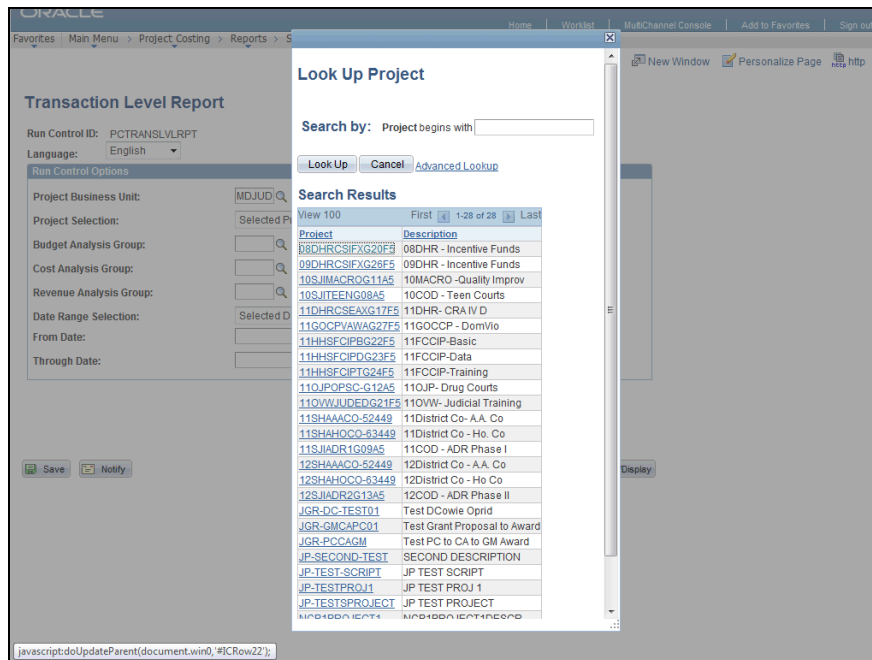
Training Guide

PC210 Creating and Managing Projects



Step	Action
39.	The Add a New Value page displays. Enter a valid run control into the Run Control ID field.
40.	Click the Add button. 

41.	The Transaction Level Report run control page displays. In the Run Control Options sections, click the Project Selection list. 
42.	Click the Selected Project list item. 
43.	Select a project for which the report will run. Click the Look up Project button. 



Step	Action
44.	<p>The Look Up Project window displays.</p> <p>NOTE: If the project you are looking for is not displayed, enter search criteria to narrow the results. Click the project link to select it.</p> <p><u>JP-TESTPROJ1</u></p>
45.	Enter " BUD " into the Budget Analysis Group field.
46.	Enter " PSCST " into the Cost Analysis Group field.
47.	<p>Enter "PSWKS" into the Revenue Analysis Group field.</p> <p>This analysis group includes the analysis types being sent to Billing and which are used for processing revenue.</p>
48.	<p>Click the Date Range Selection list.</p> <p><u>Selected Dates</u></p>
49.	<p>Click the All Dates list item.</p> <p><u>All Dates</u></p>
50.	<p>Click the Run button.</p> <p><u>Run</u></p>
51.	<p>The Process Scheduler Request page displays.</p> <p>Verify that the Transaction Level Report process is selected in the Process List section. Also, select Server Name - PSNT because the Process Type is Crystal.</p>

Training Guide

PC210 Creating and Managing Projects

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Reports > Summary > Transaction Level Report

New Window | Personalize Page | **Saved**

Process Scheduler Request

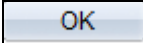
User ID: james.roberts | Run Control ID: PCTRANSLVRPT

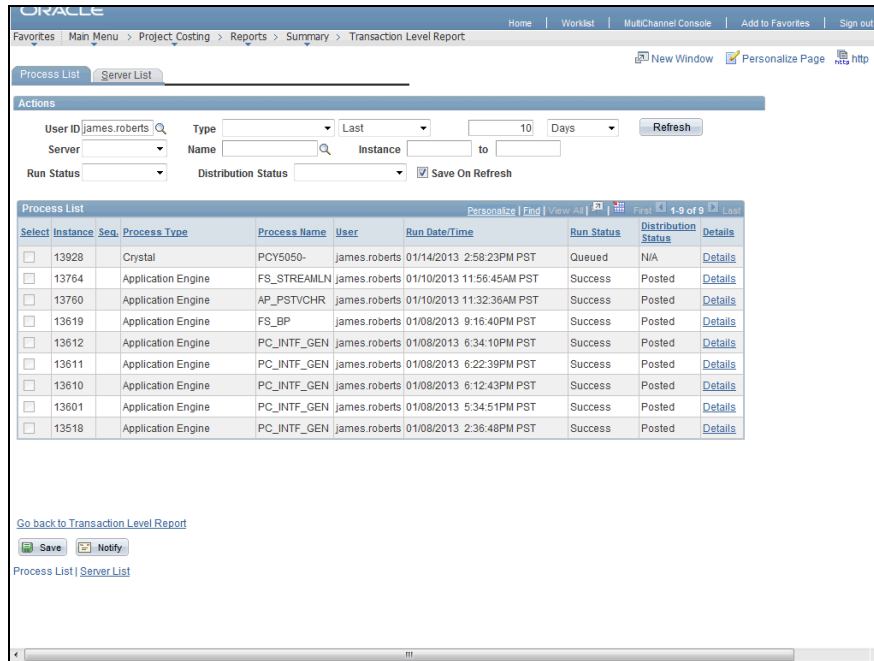
Server Name: | Run Date: 01/14/2013

Recurrence: | Run Time: 2:58:23PM |

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Transaction Level Report	PCY5050-	Crystal	Web	PDF	Distribution

Step	Action
52.	Click the OK button. 
53.	The process instance number displays in the top right corner of the run control page.
54.	Click the Process Monitor link. Process Monitor



Oracle Process Monitor - Process List

Actions: User ID: james.roberts, Type: , Last: 10 Days, Refresh

Server: , Name: , Instance: to , Run Status: , Distribution Status: , Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13928		Crystal	PCY5050-	james.roberts	01/14/2013 2:58:23PM PST	Queued	N/A	Details
<input type="checkbox"/>	13764		Application Engine	FS_STREAMLN	james.roberts	01/10/2013 11:56:45AM PST	Success	Posted	Details
<input type="checkbox"/>	13760		Application Engine	AP_PSTVCHR	james.roberts	01/10/2013 11:32:36AM PST	Success	Posted	Details
<input type="checkbox"/>	13619		Application Engine	FS_BP	james.roberts	01/08/2013 9:16:40PM PST	Success	Posted	Details
<input type="checkbox"/>	13612		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 6:34:10PM PST	Success	Posted	Details
<input type="checkbox"/>	13611		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 6:22:39PM PST	Success	Posted	Details
<input type="checkbox"/>	13610		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 6:12:43PM PST	Success	Posted	Details
<input type="checkbox"/>	13601		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 5:34:51PM PST	Success	Posted	Details
<input type="checkbox"/>	13518		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 2:36:48PM PST	Success	Posted	Details

Go back to Transaction Level Report

Save Notify

Process List | Server List

Step	Action
55.	<p>The Process Monitor - Process List page displays.</p> <p>The process you ran is listed by process instance number in the Process List section.</p>
56.	<p>Click the Refresh button until the Run Status displays "Success" and the Distribution Status displays "Posted".</p> <div>Refresh</div>
57.	<p>To obtain a copy of the report, click the Details link for the process you just ran.</p> <div>Details</div>

Training Guide

PC210 Creating and Managing Projects



ORACLE
Favorites | Main Menu | Project Costing | Reports | Summary | Transaction Level Report

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process Detail

Process	
Instance	14117
Type	Crystal
Name	PCY5050-
Description	Transaction Level Report
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID TransLvlRpt	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 11/29/2012 11:02:56AM PST	Parameters Transfer
Run Anytime After 11/29/2012 11:02:45AM PST	Message Log
Began Process At 11/29/2012 11:03:13AM PST	Batch Timings
Ended Process At 11/29/2012 11:03:25AM PST	View Log/Trace

OK Cancel

Step	Action
58.	<p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>

ORACLE
Favorites | Main Menu | Project Costing | Reports | Summary | Transaction Level Report

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

View Log/Trace

Report	
Report ID: 10525	Process Instance: 14117 Message Log
Name: PCY5050-	Process Type: Crystal
Run Status: Success	

Transaction Level Report

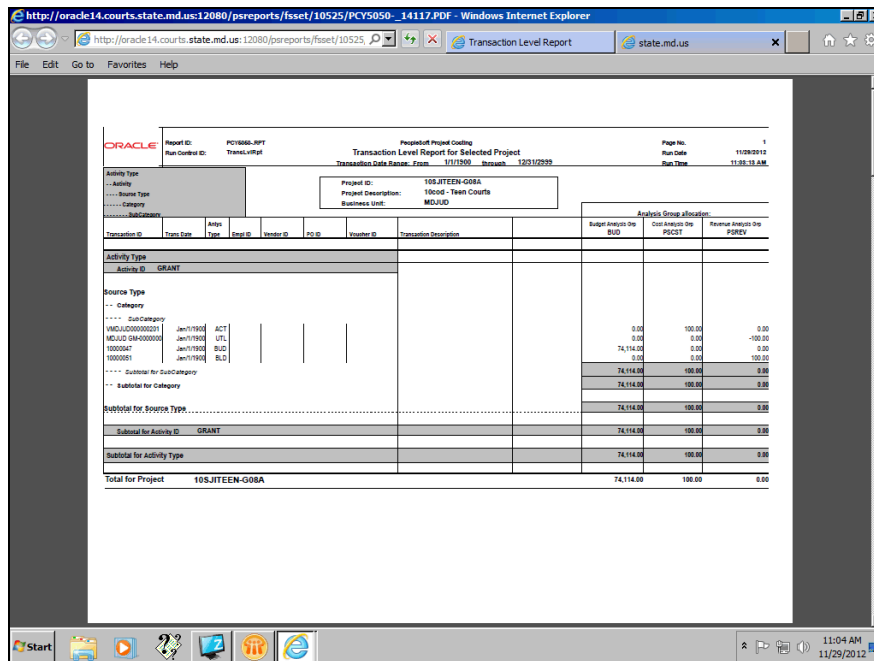
Distribution Details	
Distribution Node: PSNT	Expiration Date: 12/06/2012

File List		
Name	File Size (bytes)	Datetime Created
CRW_PCY5050-14117.log	0	11/29/2012 11:03:25 630812AM PST
PCY5050-14117.PDF	74.587	11/29/2012 11:03:25 630812AM PST
psqltrace.ltc	490	11/29/2012 11:03:25 630812AM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	james.roberts

Return

Step	Action
59.	<p>The View Log/Trace page displays the file to be displayed.</p> <p>A .PDF file was generated for the report and is available to open in the File List section.</p> <p>NOTE: You can also access this report through the Report Manager. Navigation: <i>Reporting Tools > Report Manager > Administration tab</i>. Click the PCY5050- XXXXX.PDF link to open the report.</p> <p>PCY5050- 14117.PDF</p>



The screenshot displays the 'Transaction Level Report' for Project 105.JITEEN-G08A. The report includes a header with project details and a main table with the following columns: Transaction ID, Type, Date, Amount, and Analysis Group Allocation (Budget, Cost, Revenue). The table lists various transactions, including subcategories like ACT, UTL, and BUD, with corresponding amounts. The total for the project is summarized at the bottom.

Step	Action
60.	<p>The Transaction Level Report displays in a new window or tab within your browser.</p> <p>View a list of the activity type, activity ID, source type, category, and subcategory for transactions for the specified projects for the business unit (MDJUD), and the dates, budget, cost, and revenue analysis group specified.</p> <p>Print the report using your browser settings, if desired.</p>

Step	Action
61.	<p>You have successfully completed <i>Running the Transaction Level Report</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none">- Refresh the summary report tables by running the Refresh Summary Tables process- Run the Reporting Options (Report Summarization) process to populate the report table for the Transaction Level report- Generate the Transaction Level report <p>End of Procedure.</p>

Course Summary



Congratulations!

You have successfully completed the PC210 Creating and Managing Projects course. In this course, you have learned how to:

- Create JIS Procurement Project
- Create Project Budget
- Collect Purchasing and Payables Cost for a Project
- Review Project Budget in Commitment Control
- Review Project Costing Inquiries and Reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov.